

Council Meeting Agenda & Reports

5 June 2023

Our Vision

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

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

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

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City of
Norwood
Payneham
& St Peters

31 May 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 5 June 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

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City of
**Norwood
Payneham
& St Peters**

1.	KAURNA ACKNOWLEDGEMENT	1
2.	OPENING PRAYER	1
3.	CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 8 MAY 2023	1
4.	MAYOR'S COMMUNICATION	1
5.	DELEGATES COMMUNICATION	1
6.	QUESTIONS WITHOUT NOTICE	1
7.	QUESTIONS WITH NOTICE	1
7.1	QUESTIONS WITH NOTICE – EAST WASTE MANAGEMENT AUTHORITY'S PARTNERSHIP WITH KESAB - SUBMITTED BY CR CLAIRE CLUTTERHAM	2
8.	DEPUTATIONS	4
9.	PETITIONS	4
10.	WRITTEN NOTICES OF MOTION	4
11.	STAFF REPORTS	4
	Section 1 – Strategy & Policy	5
11.1	REVIEW OF E-SCOOTER PERMITS	6
11.2	DRAFT COUNCIL SUBMISSION ON DISCUSSION PAPER - PERSONAL MOBILITY DEVICE USE IN SOUTH AUSTRALIA	18
	<i>Attachments – Item 11.2</i>	26
11.3	EMPLOYEE BEHAVIOURAL STANDARDS - SECTION 120A OF THE LOCAL GOVERNMENT ACT 1999	27
	<i>Attachments – Item 11.3</i>	32
	Section 2 – Corporate & Finance	33
11.4	MONTHLY FINANCIAL REPORT – APRIL 2023	34
	<i>Attachments – Item 11.4</i>	36
11.5	ERA WATER DRAFT 2023-2024 BUDGET	37
	<i>Attachments – Item 11.5</i>	40
11.6	2023-2024 REGIONAL LANDSCAPE LEVY	41
	<i>Attachments – Item 11.6</i>	44
11.7	ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN	45
	<i>Attachments – Item 11.7</i>	50
11.8	2023-2024 CAPITAL PROJECTS	51
	<i>Attachments – Item 11.8</i>	68
	Section 3 – Governance & General	69
11.9	DEED OF VARIATION - COMMONWEALTH HOME SUPPORT PROGRAM	70
	<i>Attachments – Item 11.9</i>	72
11.10	GREATER ADELAIDE REGION ORGANISATION OF COUNCILS (GAROC) ANNUAL BUSINESS PLAN 2023-2024	73
	<i>Attachments – Item 11.10</i>	77
12.	ADOPTION OF COMMITTEE MINUTES	78
13.	OTHER BUSINESS	79
14.	CONFIDENTIAL REPORTS	79
14.1	COUNCIL RELATED MATTER	80
14.2	COUNCIL RELATED MATTER	81
15.	CLOSURE	82

VENUE Council Chambers, Norwood Town Hall

HOUR

PRESENT

Council Members

Staff

APOLOGIES Cr Kester Moorhouse, Cr Connie Granozio

ABSENT

1. **KAURNA ACKNOWLEDGEMENT**
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6. **QUESTIONS WITHOUT NOTICE**
7. **QUESTIONS WITH NOTICE**

7.1 QUESTIONS WITH NOTICE – EAST WASTE MANAGEMENT AUTHORITY’S PARTNERSHIP WITH KESAB - SUBMITTED BY CR CLAIRE CLUTTERHAM

QUESTIONS WITH NOTICE: East Waste Management Authority’s Partnership with KESAB
SUBMITTED BY: Cr Claire Clutterham
FILE REFERENCE: qA1040
ATTACHMENTS: Nil

BACKGROUND

Cr Clutterham has submitted the following Question with Notice:

The Norwood Payneham & St Peters Council, under the auspices of the East Waste Management Authority, receives approximately \$6-\$7,000 of funding per annum to engage with KESAB (Keep South Australia Beautiful) to arrange for educational activities to promote an understanding of the work that KESAB performs. In the financial year ending 30 June 2023, did the Norwood Payneham & St Peters Council spend that stipend, and if yes, where were the funds directed and what was the outcome?

REASONS IN SUPPORT OF QUESTION

Nil

RESPONSE TO QUESTION

PREPARED BY GENERAL MANAGER, URBAN PLANNING & ENVIRONMENT

The Council is allocated a budget through the East Waste Management Authority (East Waste) via KESAB (Keep South Australia Beautiful) for its waste related education services. The allocated budget for the financial year ending 30 June 2023, was \$6,430 and the details of the funding allocation and the outcomes achieved are outlined below:

The waste education budget for the 2022-23 financial year was evenly split between community and school programs, with \$3,215 designated for each category. The Council prioritised its school waste education budget to focus on the one remaining private school that was still using the Council’s kerbside waste collection system. This focus aligned with the Council’s resolution made at its meeting held in October 2021, namely *“That Council staff together with East Waste liaise with all private schools which have unauthorised mobile garbage bins to discuss their particular school waste operations and issues to advise the schools of the revised Waste Management Policy and its implications to confirm with the bin entitlements set out in the Policy”*.

The following activities have been carried out or are booked in:

School Education:

- A meeting was conducted with staff of St Joseph’s Memorial School, East Waste and Council staff in March 2023, to provide guidance on waste management practices.
- Another meeting was scheduled with St Joseph’s Memorial School, East Waste and Council staff to guide waste management onsite in May 2023, however KESAB were unable to attend.
- Bin System Assessment (St Joseph’s Memorial School) booked in for June 2023.
- Bin Materials Audit (St Joseph’s Memorial School) booked in for June 2023.
- Recycle Relay (St Joseph’s Memorial School) booked in for June 2023.

Community Education:

- Participation was arranged for the Council Christmas Parade on 25 November 2022, promoting waste awareness during the event.
- A *Beyond the Kerb* community bus tour was conducted on 2 March 2023, with 14 attendees, aimed at educating the community about kerbside waste management practices.
- Another *Beyond the Kerb* community bus tour is booked for July 2023.

The 2022-2023 community bus tour was scheduled for June 2023, but will now take place in July 2023, due to the unavailability of Volunteer bus drivers. However, the expenditure will still be accounted for within the 2022-2023 budget.

The Council has spent or will spend \$5,056 of its \$6,430, distributed as follows:

- School Education: \$2,945
- Community Education: \$2,111

The remaining balance of \$1,374, is likely to be spent as KESAB has now approached all schools within the City to advise them of available funding now that St Joseph's Memorial School have confirmed the engagement of a private contractor for their waste management and booked in education sessions.

It should be noted that East Waste is in the process of undertaking procurement for external education contractors for the 2023-2024 financial year. It is understood that the outcome of this process will be finalised by 30 June 2023.

8. **DEPUTATIONS**
Nil

9. **PETITIONS**
Nil

10. **WRITTEN NOTICES OF MOTION**
Nil

11. **STAFF REPORTS**

Section 1 – Strategy & Policy

Reports

11.1 REVIEW OF E-SCOOTER PERMITS

REPORT AUTHOR: Sustainability Officer
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4532
FILE REFERENCE: qA1770
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to consider extending the permit for the operation of e-scooters in the City by a further eighteen (18) months until 31 December 2024.

BACKGROUND

The City of Norwood Payneham & St Peters has been operating an e-scooter trial since 14 May 2021 and the current permits issued to two commercial operators expire on 30 June 2023 which was timed to coincide with the exemption from the Minister for Infrastructure and Transport by way of Gazettal Notice under section 161A of the *Road Traffic Act 1961*.

Based on data provided by the operators, during the extended trial period over the months of December 2022 to April 2023, over 17,974 e-scooter trips were undertaken, covering over 37,232 kilometres, averaging 102 trips per day, and average 1.75 kilometres travelled per trip.

For an e-scooter trial to legally operate within a Local Government Area in South Australia, two approvals are required:

1. **Minister approval.** E-scooters are currently not legally permitted to operate on public roads in South Australia and Ministerial approval is required to operate an e-scooter trial. The Gazettal Notice under Section 161A of the *Road Traffic Act 1961*, only permits e-scooters to operate under trial conditions, within a defined area (as agreed with the Council as part of its Use Case submission) and must comply with e-scooter trial laws and road rules: <https://mylicence.sa.gov.au/road-rules/escooter-trial>.
2. **Council approval.** The only e-scooters allowed to be used in the approved trial area as defined by the Minister's gazettal notice, are those operating subject to an e-scooter permit which has been issued by a Council.

The Minister issued an extension of the trials via the Gazettal Notice *Road Traffic (Electric Personal Transporters) Notice No 3 of 2022*. This enables the operation of e-scooters until 30 June 2023, in accordance with a Council permit under the *Road Traffic Act 1961*.

At its meeting held on 5 December 2022, the Council resolved the following:

1. *That the Council supports the continued operation of the e-scooter permits for a further six (6) months until 30 June 2023 whilst the State Government review is undertaken.*
2. *That the Council notes that staff will continue to review and amend the permit conditions as necessary to improve safety and efficiency of the e-scooter operations.*
3. *That the Council maintains the continued permit condition of a deployment cap of 75 devices per operator, unless the average daily usage rate can be demonstrated to exceed 1 trip per day per device, whereby a maximum of 100 shared mobility devices will apply.*

On 7 February 2023 the State Parliament's *Select Committee on Public Transport and Active Travel* handed down its report, calling on the State Government to adopt thirteen (13) key recommendations to improve freight, public and active transport in South Australia. Two (2) recommendations related to e-scooter use in South Australia, namely:

Recommendation 7:

The Committee recommends that state government, in collaboration with local government and other stakeholders:

- a) legislates to enable use of privately owned e-scooters and other e-personal mobility devices in public spaces, in line with other state jurisdictions;*
- b) considers adopting definitions of e-scooters and other e-personal mobility devices consistent with National Model Law;*
- c) considers ways that e-scooters and other e-personal mobility devices may be safely moved into bike lanes on roads without compromising the safety of cyclists or device users;*
- d) reviews speed limits of e-scooters and other e-personal mobility devices on footpaths to better protect the safety of pedestrians; and*
- e) gathers data on the use of private and commercial e-scooters and other e-personal mobility devices, including compliance and injuries to pedestrians and riders.*

Recommendation 8:

The Committee recommends that the matter of compulsory third party insurance for private and commercial e-scooters be referred to the Attorney-General for review and advice. The Committee recommends that the state government resolves:

- a) the classification ambiguity regarding commercial and private use of e-scooters, specifically whether they are to be regarded as a motorised vehicle or as a bicycle; and*
- b) outstanding matters regarding high insurance excess amounts, easily voided insurance policies, and the power of e-scooter providers in deciding the outcome of insurance claims.*

In April 2023, the State Government released a Discussion Paper titled '*E-scooters and other Personal Mobility Devices*'. The Discussion Paper sought comments from the community on whether the South Australian Government should enable the use of electric scooters (e-scooters), electric skateboards (e-skateboards) and other personal mobility devices (PMDs) on the road network in South Australia. The consultation aims to inform a future framework for the use of PMDs, including for private purposes, on public roads and/or paths to ensure safety for all users. A separate report has been prepared and included in this Agenda, to inform a submission on the Discussion Paper.

The Minister for Police, Emergency Services and Correctional Services will consider the comments that are received through the consultation and make recommendations, if any, to change the Acts and Regulations relating to e-scooters and other personal mobility devices. If changes are recommended, these will likely be introduced into Parliament for consultation and debate in early 2024, with a future framework unlikely to be implemented until late 2024. If no changes are recommended, then there will be no framework, and the next steps are unknown; this includes if Council trials of shared e-scooter schemes will continue via Gazettal Notice under Section 161A of the *Road Traffic Act 1961*.

Given the above timeframe of the Minister's response to the current consultation, an eighteen (18) month extension to permits for the operation of e-scooters in the City of Norwood Payneham & St Peters is recommended.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Outcomes and Objectives contained in the Council's Strategic Plan, *CityPlan 2030*, are set out below:

Outcome 1 Social Equity

An inclusive, connected, accessible and friendly community

Objective:

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

Outcome 3 Economic Prosperity

A dynamic and thriving centre for business and services

Objective:

3.1: A diverse range of businesses and services.

Outcome 4: Environmental Sustainability

A leader in environmental sustainability

Objective:

4.4. Mitigating and adapting to the impacts of a changing climate.

The introduction of shared mobility devices into the Council area assists in meeting the State Government's *30-Year Plan for Greater Adelaide* target to increase the share of work trips made by active transport modes by 30% by 2045.

FINANCIAL AND BUDGET IMPLICATIONS

The Permits issued to operators incorporate a fee that generates a combined income to the Council of \$5,250 per annum, which is applied towards administrative costs such as share mobility management platform.

EXTERNAL ECONOMIC IMPLICATIONS

The transport and parking convenience offered by shared mobility devices, combined with the City's close proximity to the Adelaide CBD, means the City of Norwood Payneham & St Peters is attractive for shared mobility device operators and users.

Shared mobility devices have the potential to attract more visitors to the City that were this is supported by the information collected through the e-scooter user surveys, previously conducted by operators. The surveys by one operator of 92 respondents found 28% of users were from the City of Norwood Payneham & St Peters; 66% of users were from another Local Government Area in South Australia and 3% from another location (e.g. interstate).

Increased local accessibility through micro-mobility devices can also increase the level of patronage and expenditure for local businesses and events in the Council area. A previous user survey showed that over 60% of users made a purchase shortly before or after their trip, demonstrating patronage of local businesses via these modes of transport.

SOCIAL ISSUES

Shared mobility device schemes offer a convenient and affordable mode of transport to people who may not have the capacity or desire to travel by private car, ride share, take a taxi or public transport. This in turn can contribute to a healthier, more connected and more active community.

The flexibility offered by the shared mobility economy may, over time, lead to a reduction in car ownership patterns, with some households having a reduced reliance on car ownership, due to a combination of accessible and convenient transport alternatives.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

One of the benefits of shared mobility device schemes is the ability to link passengers to public transport, by offering a faster option of travelling to and from the public transport stop. User data shows that in the City of Norwood Payneham & St Peters, most shared mobility device trips are quite short; approximately 50% of trips are just 5-15 minutes in duration and approximately 87% of trips are under twenty-five minutes; or 81% of trips less than 3 kilometres. This could support the notion that people are using shared mobility devices to link into fixed public transport infrastructure or to replace short car trips.

Any vehicle emissions as part of the rebalancing of e-scooters by the operators is carbon-neutral through the consumption of fully renewable energy.

RESOURCE ISSUES

The introduction of e-scooters within the City of Norwood Payneham & St Peters has diverted resources in the Sustainability Unit to oversee this system and respond to community comments that were received. Oversight of this task consumes, on average, approximately 3-4 hours per week or 5 weeks per annum.

RISK MANAGEMENT

The Council responds to areas of possible risk by adjusting the operational requirements through Permit conditions and requests to the operators. For example, some narrow streets or locations with no footpaths or narrow laneways and car parking areas have been designated 'No Parking Zones' as users were leaving the devices in dangerous locations (either blocking traffic, car parks or pedestrian access). Response times for notification of dangerously located devices has generally been adhered to by operators through the Permit terms.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
Manager, Urban Planning & Sustainability
- **Other Agencies**
Beam
Neuron
Ride Report
City of Adelaide
City of Unley
Department for Infrastructure and Transport

DISCUSSION

Shared mobility schemes offer a low-emission mobility option and a more diverse, convenient and accessible transportation network and may assist in reducing congestion and car-parking issues in the City.

An evaluation of e-scooters over the last six (6) month operating period has considered:

- usage information including number of e-scooter trips per month/day, number of users, average distance travelled, average trip time as well as identification of popular routes and connections;
- community feedback including type, frequency, and number;
- recorded operator incidents including type, frequency, and severity;
- parking evaluation including any feedback about key parking 'hubs'/areas, and No Parking Zones; and
- pedestrian safety and a user survey has not been conducted for this period.

Usage Information

E-scooter usage data is provided by the two operators (Beam and Neuron) on a monthly basis. A summary of the monthly data provided by the operators is summarised in Table 1.

TABLE 1: CITY OF NPSP RIDER INFORMATION BY MONTH

Month	Total Trips taken	No of devices deployed (daily)	Average trips per device (daily)	Total kms travelled	Average length of trip (kms)	Average length of trip (time)	Number of Unique Users
Beam							
December 2022	2388	75	0.6	4653	1.95	15.8	1025
January 2023	1777	71	0.5	3420	1.92	15.0	742
February 2023	1752	72	0.6	3008	1.72	14.4	753
March 2023	2552	88	0.6	4393	1.72	13.5	1125
April 2023	1552	68	0.5	4918	1.97	14.05	745
Neuron							
December 2022	1529	42	0.3	3403	2.23	15.77	971
January 2023	1321	38	0.2	3034	2.3	17.05	625
February 2023	2135	53	0.3	3901	1.83	13.19	938
March 2023	1139	89	0.2	2773	1.83	12.1	992
April 2023	1038	58	0.2	2013	1.57	15.04	581
Total/ Average	17,982	120.4	0.3	35,515	1.77	12.38	708

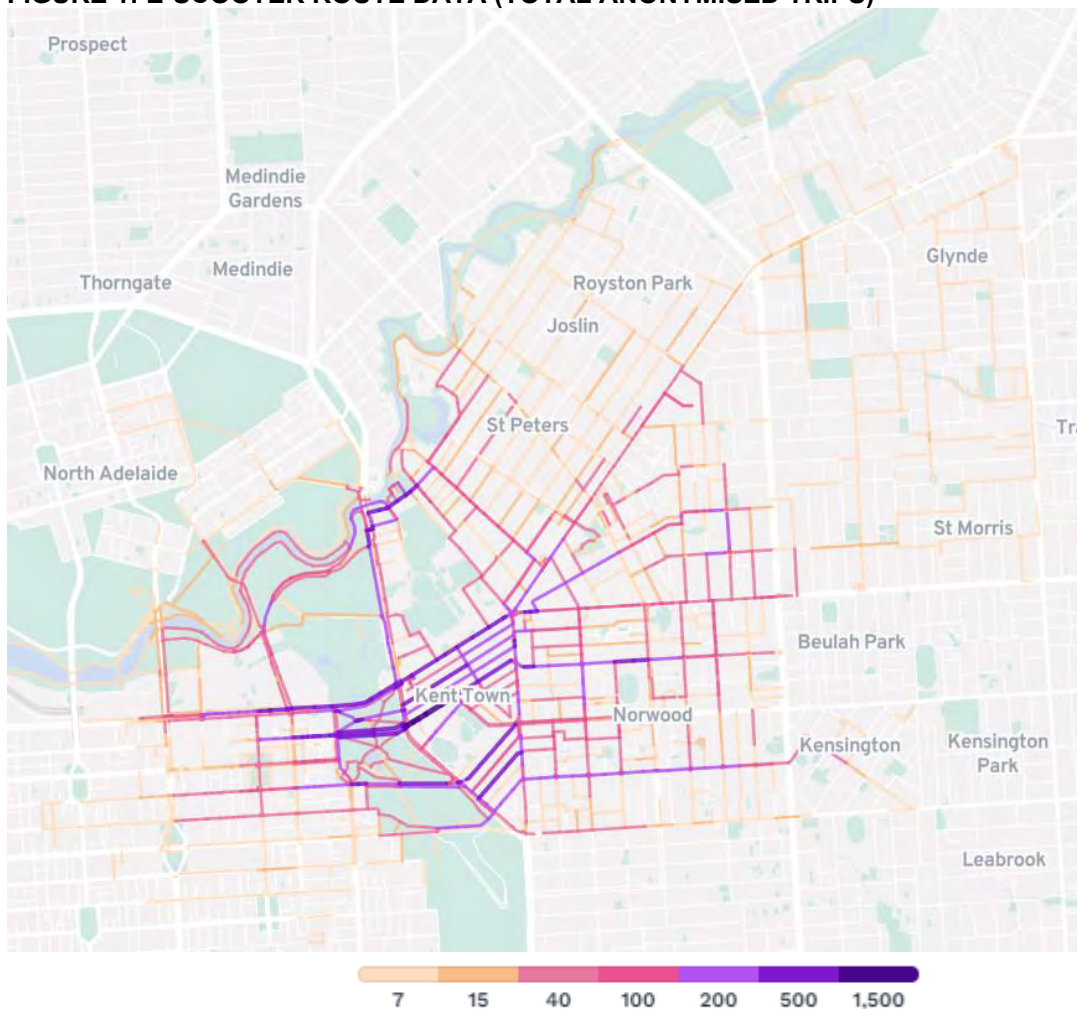
The key highlights from the data are summarised as follows:

- over 17,982 e-scooter trips, travelling over 35,515 kilometres and averaging 0.3 trips per device per day has taken place in the City of Norwood Payneham & St Peters;
- on average, 108 (46 Neuron and 62 Beam) e-scooters are deployed in the city on a daily basis;
- the average e-scooter trips per device per day is 0.3 trips per Neuron e-scooter and 0.5 trips per Beam e-scooter. The Permits support increasing the number of e-scooters to over 75 devices deployed only once a minimum of 1.0 trip per device is achieved;

- the average length of an e-scooter trip is 1.77 kilometres, and the average duration of the trip is just over 12 minutes, which indicates that people are using e-scooters for varied reasons, including leisure and commuter purposes;
- on average, over 708 unique users each month have used e-scooters in the City;
- the busiest month for e-scooter use was in March 2023, which was during the Adelaide Fringe and Festival; and
- e-scooter usage has reduced at the start of April but then spiked again over the Easter long weekend before usage returned to just below summer average.

In addition to the data provided by the operators, the Council has also partnered with the Cities of Adelaide and Unley to fund a shared mobility management platform, Ride Report. The Ride Report platform has been linked with the Beam and Neuron data feeds, providing real time fleet management and consolidated data on e-scooter start and end trips, and the routes users travel. A heatmap of where e-scooter users have travelled for the period between 1 December 2022 to 30 April 2023 is presented in **Figure 1**.

FIGURE 1: E-SCOOTER ROUTE DATA (TOTAL ANONYMISED TRIPS)



Council staff meet monthly with representatives of the City of Adelaide, City of Unley, the Department for Infrastructure and Transport (DIT) and SAPOL, to share information regarding the e-scooter trials and to discuss lessons learnt and improvement opportunities.

The operators have also provided information on e-scooter start and end trips. Table 2 below provides a summary of the data including trips from NPSP to NPSP, trips from NPSP to the CBD and trips from the CBD to NPSP.

TABLE 2: E-SCOOTER START AND END TRIP DATA

Month	Trips from NPSP to NPSP	Trips from NPSP to City	Trips from City to NPSP
Beam			
December			
	1604	770	1228
2022			
January			
	1168	600	1036
2023			
February			
	1092	651	1170
2023			
March			
	1503	1032	2031
2023			
April			
	941	602	955
2023			
Neuron			
December			
	507	313	648
2022			
January			
	339	327	612
2023			
February			
	508	557	1068
2023			
March			
	531	954	1730
2023			
April			
	498	537	806
2023			
Average	869	634	1128

The data indicates that there has been reasonable usage of e-scooters wholly within the City of Norwood Payneham & St Peters. This analysis shows that e-scooter use to/from the CBD is popular, with more trips travelling out of the CBD than into the CBD on an e-scooter. This may result from more e-scooters located in the CBD and therefore, easier to access and a preference for an end-of-the-day journey on an e-scooter rather than the start of day journey.

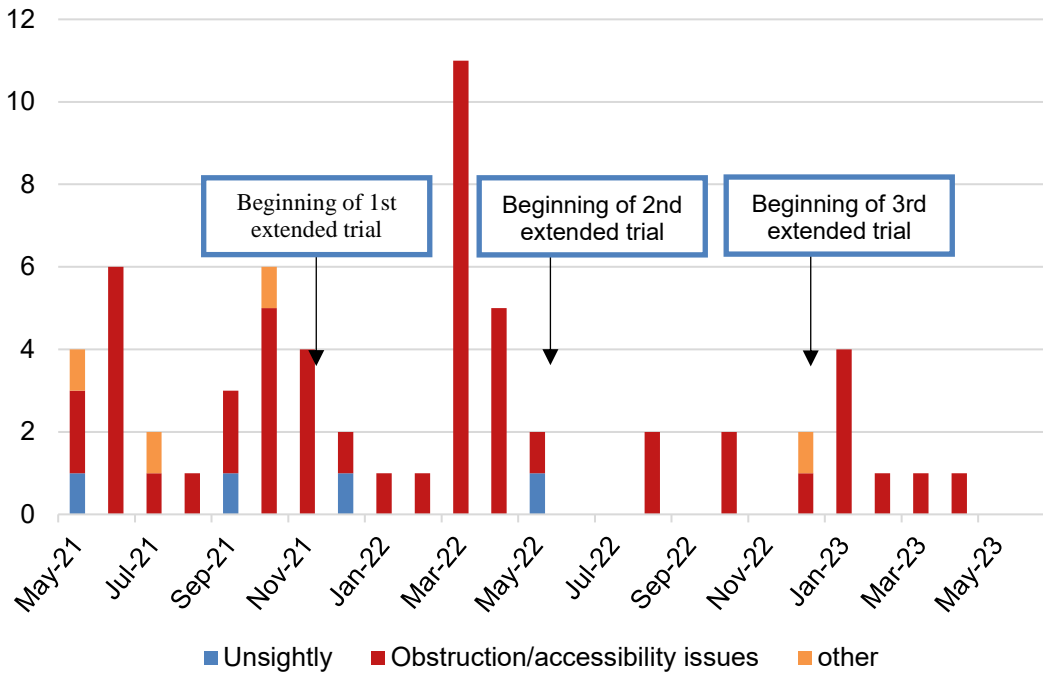
Analysis shows that the most popular locations for starting a journey are in the east end of the City of Adelaide, Kent Town, Norwood, Stepney, Maylands and the Adelaide Caravan Park in Hackney.

Community Feedback

The Council has received nine (9) complaints from the community during the extended e-scooter trial period from 19 December 2022 to date, or an average of one and a half complaints per month. These were passed onto the operators to action in accordance with the timeframes set out in the Permit.

Figure 2 below shows the number of e-scooters enquiries and complaints received by the Council since the beginning of the trials.

FIGURE 2: COMMUNITY COMMENTS RECEIVED BY COUNCIL SINCE E-SCOOTER COMMENCEMENT



As with previous reporting periods, inconsiderate parking of e-scooters and e-scooters blocking the footpath were the most commonly raised issues. This compares favourably with previous periods and indicates a downward trend in complaints. Of particular note, in the month of March (Adelaide Fringe and Festival), complaints regarding obstructions decreased compared to the previous year.

The complaints regarding obstruction and inappropriately parked e-scooters are matters that are passed on directly to the operators for immediate resolution. Where repeated problems are being experienced, staff raise these with the operators to investigate and implement longer-term mitigation measures.

The operators have generally been found to be responsive and prompt in addressing these issues and in compliance with the conditions of the Permit. In response to customer comments, the operators have implemented additional parking restrictions through No Parking Zones in a number of locations. If Elected Members are aware of any particular problem locations, these should be raised with staff so that appropriate follow up action can be undertaken.

Recorded Operator Incidents

A key parameter for a successful e-scooter trial is public and rider safety. During the extended permit period, there have been three rider injuries, which involved riders falling from the scooter. The injury consisted of bruising. Table 3 below shows incidents recorded by operators.

TABLE 3: OPERATOR RECORDED INCIDENTS DECEMBER 2022 TO APRIL 2023

Incident	Total	Permit Response Time	Recorded Response Times
Theft or vandalism	0	n/a	<2hours from alert
Path obstructed/ misparked	53	3 hours	Met response times
Damaged e-scooter	0	24 hours	Picked up <24hrs
Noise or Rider Behaviour	0	n/a	0 warnings issued to users for bad riding
3 rd party property damage	1	n/a	0
3 rd party injury	0	n/a	0
Rider Injury (no hospitalisation)	3	n/a	0
Rider hospitalisation	0	n/a	0
Other	0	n/a	-

Parking Evaluation

There are tensions within the community regarding clutter and access issues associated with infrastructure due to poor parking behaviour by shared e-scooter users.

The current dockless shared e-scooter scheme provides users flexibility and efficiency compared to a docked scheme, as there is no need to walk between the users actual destination and the parking area. However, the strength of a dockless parking scheme is also the greatest disadvantage. With no dedicated area for parking e-scooters, they are placed anywhere users end their trip. However, the dockless approach to the trial has allowed the Council to track popular routes travelled as well as the start and end locations of trips.

Over the two years of trialling shared e-scooters in the City, the parking behaviours of users have improved and this is due to a combination of improvements by operators and the Council as well as users becoming aware and accustomed to expectations of parking.

Staff are continuing to liaise with the operators about improvements to incentivise users to end their trip in locations that have spacious, safer areas, such as street corners and wider footpaths. These “virtual” docking stations have been partly investigated and are already implemented for some locations; however, more work could be done to introduce these in problematic locations further. If the trial is extended, Neuron will implement a “designated parking” model in June, based in their learnings from a similar approach in the City of Adelaide.

Pedestrian Safety

There has been no recorded incident of pedestrian injury during the trial period from December 2022 to June 2023. Council staff continue to monitor this risk.

Although the actual risk from the shared e-scooter scheme is low, the Council is aware of the tensions that e-scooters cause within the community, in particular, poor interactions between e-scooter users and pedestrians and the misuse by riders, (e.g., no helmet, carrying passengers and users under the age of 18 years old).

The perceived risks to pedestrian safety and reduced accessibility of footpaths by children, older people and mobility-impaired users are still valid, as welcoming streets for all users is critical to the Council in providing public realm infrastructure.

The general community concerns regarding e-scooters in South Australia only being permitted to ride on footpaths and shared paths (unless otherwise prohibited) is acknowledged. The State Government, to date, has taken a conservative approach to facilitating shared (commercial) e-scooter schemes in South Australia, compared to other states, whereby it only allows e-scooters to operate with a maximum weight of 25kg and an operational speed of 15km/h. On busier arterial roads, e-scooter speeds have been restricted to 10km/h.

A submission in response to the State Government Discussion Paper titled '*E-scooters and other Personal Mobility Devices*', for which a separate report has been prepared and included in this Agenda, focuses on all road users' safety if e-scooters are legalised in South Australia.

State Government Consultation on Future Framework for E-Scooters

After almost two (2) years of the Council trialling shared e-scooters, the South Australian Government's commitment to consulting with privately owned personal mobility devices (PMD) users and the broader community on the desirability of moving beyond a shared e-scooter trial and allowing ongoing use of both shared and personal mobility devices on roads and road-related areas, provides the Council with the opportunity to provide its view on improvements to the legislation relating to PMDs. The following five (5) topics are being examined:

- Use of personal mobility devices (e.g. what kinds of devices should be allowed?)
- Access (e.g. where should they be used and how fast should they be allowed to travel?)
- Device Specifications (e.g. how big should they be?)
- Rules for e-scooter riders
- Insurance and registration

This is in response to the recent State Parliament's *Select Committee on Public Transport and Active Travel* Recommendations 7 and 8.

The current State Government consultation regarding possible changes to the *Road Traffic Act 1961* to permit personal and shared e-scooters to be used on public infrastructure across South Australia leaves the Council without a clear path forward for e-scooter usage. This makes it difficult (and perhaps premature) to conclude a trial that to date has received the support of the State Government and the Minister and is testing the very parameters that are the subject of the current Discussion Paper.

Hence, if the Council chooses to extend the trial period of shared e-scooters, an eighteen (18) month timeframe is suggested due to the timelines of the State Government and Minister. Without an understanding of the State Government's proposals to amend the South Australian legislation regarding e-scooters, it limits the Council's ability to change the structure of the shared e-scooter service.

OPTIONS

Option 1: Extend E-scooter Trial Permits

This option would enable the e-scooters to continue operation for a further eighteen (18) months to coincide with the Minister for Police, Emergency Services and Correctional Services' response to recommendations of a future framework for e-scooters and other personal mobility devices across South Australia.

This period will allow e-scooter operations to continue in the City of Norwood Payneham & St Peters, whilst legislation around the future use of private and/or shared e-scooters is consulted and debated in Parliament.

The shared e-scooter trial will again be reviewed at the end of the trial period, once any legislative changes and implications can be fully considered.

This is the recommended option.

Option 2: Discontinue Shared Commercial E-scooter Operations

Alternatively, the Council could choose not to extend the shared e-scooter scheme due to the community tensions around the perception that the shared e-scooters scheme creates public nuisance and is a hazardous item in the public realm.

Any future consideration of a shared e-scooter scheme could be reviewed (and perhaps revived) once the Minister for Police, Emergency Services and Correctional Services has introduced legislation regarding private and shared e-scooters and other personal mobility devices across South Australia.

This option is not recommended due to the potential discontinuity of publicly accessible micro-mobility services, reducing active transport options to the public as private devices are illegal to operate in the public realm.

CONCLUSION

Overall, the trial of the shared e-scooter scheme is to date considered to be successful due to:

- positive trends towards mode shift (replacing some car trips with an e-scooter ride to connect to public transport or to access to shopping precincts and services);
- no serious reported accidents or incidents throughout the trial period;
- usage per device is within the preferred levels; and
- continued work is occurring with the operators to respond to community feedback including through mitigation measures such as new “no go” zones and preferred parking areas.

The extended trial period of an e-scooter scheme from December 2022 to April 2023 has seen 17,974 e-scooter trips were undertaken, covering over 37,232 kilometres, and averaging 102 trips per day. This flexible and active transport option is clearly well utilised, supports community mobility and economic development and has demonstrated benefits in cross-City accessibility.

The trials have also demonstrated a trend towards mode shift (replaced car trips with an e-scooter, increased connection to the public transport network or access to shopping precincts and services).

The e-scooters have also generated community feedback, where citizens report issues associated with poorly parked e-scooters, obstruction of footpaths and access areas and trip hazards. As with any form of moving transport, there have been a small number of incidents of personal accidents and relatively minor property damage, especially compared to motor vehicles. The Council and the operators are unaware of any serious incidents or injuries that have occurred.

The shared e-scooter trial has been in operation for almost two years, spanning all seasons, with patterns of seasonal fluctuations now observed.

The next eighteen (18) months are recommended for an extended trial period to coincide with being better informed as to the State Government review of community feedback on personal mobility devices and any proposed legislative changes and future framework for South Australia.

Staff will continue to work with the e-scooter operators to identify and implement operational improvements.

COMMENTS

Nil

RECOMMENDATION

1. That continued operation of the e-scooter permits for a further eighteen (18) months until 31 December 2024 be endorsed, noting that the State Government is currently undertaking a review of legislation relating to e-scooters and other personal mobility devices.
2. That the Chief Executive Officer be authorised to write to the Minister for Infrastructure and Transport, advising of the outcomes of this report and seeking further authorisation through exemption of e-scooters under the *Road Traffic Act 1961* until 31 December 2024.

11.2 DRAFT COUNCIL SUBMISSION ON DISCUSSION PAPER - PERSONAL MOBILITY DEVICE USE IN SOUTH AUSTRALIA

REPORT AUTHOR: Sustainability Officer
GENERAL MANAGER: Urban Planning & Environment
CONTACT NUMBER: 8366 4532
FILE REFERENCE: qA1770
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of the report is to seek the Council's endorsement of a submission on the State Government's Discussion Paper, '*E-scooters and other Personal Mobility Devices*'.

BACKGROUND

In April 2023, the State Government released a Discussion Paper titled '*E-scooters and other Personal Mobility Devices*'. It sought comments from the community on whether the South Australian Government should enable the use of electric scooters (e-scooters), electric skateboards (e-skateboards) and other personal mobility devices (PMDs) on the road network in South Australia. The consultation aims to inform a future framework for the use of PMDs, including for private purposes, on public roads and/or paths to ensure safety for all users.

A copy of the Discussion Paper is contained in **Attachment A**.

As Members may be aware, the *Road Traffic Act 1961* does not permit the use of electric personal transport devices, such as e-scooters, e-skateboards and other PMDs, to be ridden on or over a road, footpaths or other public spaces in South Australia.

Several councils, including the Cities of Norwood Payneham & St Peters, Adelaide and Unley, have received exemptions from the Minister for Transport and Infrastructure, for the purpose of trialling shared mobility (e-scooter) schemes on public footpaths. This exemption was first granted to the City of Norwood Payneham & St Peters in April 2021, through a Gazette Notice for the use of electric personal transport devices on footpaths pursuant Section 161A of the *Road Traffic Act 1961*.

The current e-scooter trials have provided a range of learnings, including that e-scooters:

- can provide a 'first and last mile' transport solution to support public transport commuters;
- can reduce vehicle movement on the road and reduce traffic congestion by providing a cheaper alternative to car travel for shorter distances;
- can help reduce the transport carbon footprint;
- have seen some reported incidents of poor interactions between users and pedestrians/vulnerable road users (e.g. collisions, accidents, injuries);
- can impact on pedestrian access, i.e. where devices are parked inconsiderately, have been littered, or are otherwise an obstruction to pedestrians and other road users; and
- may be misused by riders (e.g. no helmet, carrying passengers, under-age use).

Between September 2020 to December 2022, the State Government provided the following reported trial learnings from the conditions of the combined trials by this Council and the Cities of Adelaide, Payneham & St Peters, Charles Sturt, and Unley:

- there were 1,467,456 reported e-scooter trips;
- 102 reports of collisions, near-miss incidents and/or injuries; and
- 617 reports of other types of incidents, such as non-collisions, non-injury and littered devices.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Outcomes and Objectives contained in the Council's Strategic Plan, *CityPlan 2030*, are set out below:

Outcome 1 Social Equity

An inclusive, connected, accessible and friendly community

Objective:

1.2: A people-friendly, integrated, sustainable transport network.

Outcome 3 Economic Prosperity

A dynamic and thriving centre for business and services

Objective:

3.1: A diverse range of businesses and services.

Outcome 4: Environmental Sustainability

A leader in environmental sustainability

Objective:

4.4. Mitigating and adapting to the impacts of a changing climate.

The legalisation of privately owned shared mobility devices into this City area will assist in meeting the State Government's *30-Year Plan for Greater Adelaide* target to increase the share of work trips made by active transport modes by 30% by 2045.

FINANCIAL AND BUDGET IMPLICATIONS

There are no known immediate financial or any budget implications for the Council.

EXTERNAL ECONOMIC IMPLICATIONS

The travel mobility and parking convenience offered by both personal and shared (commercially operated) mobility devices, combined with the City's close proximity to the CBD, means the City of Norwood Payneham & St Peters is an attractive area for the use of both personal and shared mobility device users.

Convenient access to personal and shared mobility devices can also increase the level of patronage of local businesses and events in the Council area and could alleviate car parking pressure is considered advantageous to businesses.

SOCIAL ISSUES

Personal and shared mobility device schemes offer a convenient and affordable mode of transport to people who may not have the capacity or desire to travel by private car, ride share, taxi or public transport, as well as providing a multimodal integrated transport system by providing a first and last mile mode transport option. This, in turn, can contribute to a healthier, more connected and more active community.

The flexibility offered by the sharing economy and accessibility to personal mobility devices may, over time, lead to a reduction in car ownership patterns, with some households choosing not to own a second vehicle, or even a first vehicle, due to the availability of convenient, clean and affordable transport alternatives.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

One of the benefits of personal and shared mobility device schemes is the ability to replace short car trips and link to public transport. User data provided by the commercial operators shows that in the City of Norwood Payneham & St Peters, most shared mobility device trips are quite short approximately 65% of trips are under 15 minutes in duration and 80% of trips less than 3km in length. A survey that operators undertook, of 621 users, saw 17% of responders used e-scooters to connect to public transport. This supports the notion that people use shared mobility devices to link to fixed public transport infrastructure or replace short car trips. Over time this could also decrease the demand for car parking and traffic congestion in the City, albeit relatively marginally.

RESOURCE ISSUES

No known resource issues.

RISK MANAGEMENT

The State Government is responsible for enforcing and communicating the Road Rules that are associated with personal and shared mobility devices in South Australia.

By trialling a shared (commercial) e-scooter scheme, the City of Norwood Payneham & St Peters has gained the additional opportunity to analyse and respond to Council-specific risks that have arisen. As such, the learnings from the Council's trial of shared e-scooters have informed the feedback provided in the draft submission on Discussion Paper.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
Manager, Urban Planning & Sustainability
General Manager, Urban Planning & Environment
Manager, Traffic & Integrated Transport
Traffic Engineer
Manager, WHS & Risk
Team Leader, Regulatory Services
Compliance Officer
- **Other Agencies**
Not Applicable.

DISCUSSION

The Council has recognised the social and economic benefits of providing effective and safe micro-mobility infrastructure. In December 2013, the Council endorsed a *City-Wide Cycling Plan* and reviewed the action plan in 2021, as a number of upgrades had taken place to create safer roads for cyclists.

Since 2017, investigation, community consultation and support from the Department for Infrastructure and Transport has resulted in the Council endorsing the speed reduction from 50km/h to 40km/h in residential streets of the suburbs of Stepney, Maylands, Evandale, Norwood and Kent Town. The Council will continue to ensure local roads are safer for all road users by expanding 40km/h speed limits into Glynde, Payneham, Payneham South, Firle, Trinity Gardens, and St Morris, subject to such proposals being endorsed by the affected citizens and local communities.

In 2019, the Council endorsed a shared mobility device framework and a trial of e-scooters within the City of Norwood Payneham & St Peters.

By trialling shared micro-mobility schemes (e.g. e-bikes and e-scooters), the Council now has an understanding through data and user surveys by operators of how shared micro-mobility devices can act as first and last-mile transport, reduce pressure on traffic and parking, increase transport options to or across precincts, replace the use of a motor vehicle for short to medium trips and encouraged unstructured participation in recreation.

The Council is also aware of the tensions that personal and shared micro-mobility devices cause within the community, in particular, poor interactions between users and pedestrians / other road users, clutter and access issues to paths due to poor parking behaviour by users and the misuse by riders, (e.g., no helmet, carrying passengers and users under 18 years of age).

As a result of the Council's long-term commitment to improving micro-mobility infrastructure and safety, it now has the experience of almost two years of trialling e-scooters. This review of the Road Rules in regard to personal mobility devices is therefore timely as it demonstrates the need for reduced speed limits on local streets and infrastructure investment for micro-mobility to continue to encourage alternative modes of transport in South Australia. Investing in micro-mobility infrastructure and having safe and accessible local environments is a social, economic and environmental necessity.

The South Australian Government's commitment to consulting with privately owned PMD users and the broader community on the desirability of moving beyond a shared PMD trial and allowing ongoing use of both shared and personal mobility devices on roads and public infrastructure, provides the Council with the opportunity to provide feedback based on its experience for improvements to the legislation.

The Discussion Paper has been framed around five (5) topics, as set out below:

- Use of personal mobility devices (e.g. what kinds of devices should be allowed).
- Access (e.g. where should they be used and how fast should they be allowed to travel).
- Device Specifications (e.g. how big should they be).
- Rules for e-scooter riders.
- Insurance and Registrations.

A draft submission has been on the Discussion Paper and is contained in **Attachment B**. The draft submission has been informed by the Council's trial, best practices in road safety measures (for all road users) and review of the recent State Parliament's *Select Committee on Public Transport and Active Travel*. The relevant recommendations of the Select Committee are Recommendations 7 and 8, as set out below.

Recommendation 7

The Committee recommends That state government, in collaboration with local government and other stakeholders:

- f) legislates to enable use of privately owned e-scooters and other e-personal mobility devices in public spaces, in line with other state jurisdictions;*
- g) considers adopting definitions of e-scooters and other e-personal mobility devices consistent with National Model Law;*
- h) considers ways that e-scooters and other e-personal mobility devices may be safely moved into bike lanes on roads without compromising the safety of cyclists or device users;*
- i) reviews speed limits of e-scooters and other e-personal mobility devices on footpaths to better protect the safety of pedestrians; and*
- j) gathers data on the use of private and commercial e-scooters and other e-personal mobility devices, including compliance and injuries to pedestrians and riders."*

Recommendation 8

The Committee recommends that the matter of compulsory third party insurance for private and commercial e-scooters be referred to the Attorney-General for review and advice. The Committee recommends that the state government resolves:

- c) the classification ambiguity regarding commercial and private use of e-scooters, specifically whether they are to be regarded as a motorised vehicle or as a bicycle; and
- d) outstanding matters regarding high insurance excess amounts, easily voided insurance policies, and the power of e-scooter providers in deciding the outcome of insurance claims.

USE OF PERSONAL MOBILITY

Given the broad-ranging benefits e-scooters (private and shared) provide and the demonstrated demand for their use, it is considered that e-scooters should be allowed to be used in the public realm in South Australia. The legislation governing the use of these devices should be subject to safety measures through legislation and education, as well as a commitment to lower local road speed limits and separated micro-mobility infrastructure.

The draft submission contained in **Attachment B**, does not recommend the following self-balancing personal mobility devices to be permitted in the public realm at this stage:

- e-skateboards
- e-unicycles
- e-boards
- hoverboards / hoverboards
- e-balance scooters
- e-segways

The use of the above-mentioned devices in the public realm is not supported because these are considered difficult for users to balance or control and create an unacceptable risk to safety for the riders and other users of roads and public infrastructure. There are also concerns regarding to whether PMDs have been adequately tested for user safety, ability to brake and manoeuvre adequately, especially in busy and narrow streets and footpaths.

This is in line with Recommendation 7 a) and b) of The State Parliament's *Select Committee on Public Transport and Active Travel*.

ACCESS

The State Parliament's *Select Committee on Public Transport and Active Travel* Recommendation 7 c) and d) recommends that state government, in collaboration with Local Government and other stakeholders "considers ways that e-scooters and other e-personal mobility devices may be safely moved into bike lanes on roads without compromising the safety of cyclists or device users"; and "reviews speed limits of e-scooters and other e-personal mobility devices on footpaths to better protect the safety of pedestrians."

Determining where PMDs can be used should be determined by the desired maximum speed limit of the devices, which ultimately should be informed by best practices in road safety for micro-mobility users.

The draft submission response in **Attachment B**, puts forward three options that prioritise changes to infrastructure and speed limits to ensure the highest level of safety to all road and public infrastructure and provide safety and comfort to risk-averse riders, particularly women.

The preference is that PMDs be used on footpaths and shared paths, only until such time as the default urban speed limit is lowered to at least 40km/h, across South Australia and investment is made in adequate micro-mobility infrastructure for roads above the default urban speed limit, at which point PMDs could then transition for usage on such roads.

It should be noted that this option could increase the risks to pedestrian safety and reduce the overall accessibility of footpaths by children, older people and mobility-impaired users. The community may feel this is an unacceptable risk to pedestrians. While incidents which have been reported to the Council indicate the actual risks from shared e-scooters are much lower than the community's perceived risk, providing safe and welcoming streets for all users is critical to the Council in providing public realm infrastructure. As such, there should also be a commitment that the Department for Infrastructure and Transport review the use of PMDs on footpaths within a year of any implementation.

If PMDs are only permitted to be used on footpaths and shared paths, then the travelling speed limit of the devices should be capped at 15km/h to ensure pedestrian safety. This will require significant regulation to ensure that any manufactured or imported e-scooters have speed restrictions that do not enable speeding above 15km/h. Unlike a bicycle or e-bicycle, an error by a user of a PMDs can generate significant energy/speed in a crowded space where people are not expecting uncontrolled devices.

In addition, the State Government would need to ensure that there is clear communication of the rules that users are required to give way to pedestrians and travel at speeds that match the conditions.

Appropriate mechanisms for controlling and or limiting e-scooter use in high-foot trafficked areas (malls, indoors etc.) would be required. The shared e-scooter operations have the ability to do this through geofencing, but private devices cannot be controlled in this way. If PMDs are permitted to be used on footpaths, this would have a significant resourcing impact on Local Government through the need to install prominent signage of "no ride" zones in high pedestrian traffic areas and active enforcement by SA Police. The Council has concerns that SA Police does not have sufficient resources to police this effectively. Consideration needs to be given to how other communication and regulation methods would be practically implemented without further proliferation of physical signage in multiple locations.

DEVICE SPECIFICATIONS

The current weight restriction for commercially operated PMDs in South Australia is limited to 25kg. Weight allowances should be increased to 35kg enable the fitting of additional safety improvements and larger batteries of the newer generation of shared e-scooters.

RULES FOR E-SCOOTERS RIDERS

First and foremost, road rules that directly relate to personal mobility devices should be clearly and widely communicated to the community by the State Government.

In terms of rules that should apply to e-scooter riders, it is recommended that the Council agrees with the following current rules for e-scooter users:

- must wear an approved helmet at all times;
- must not use a mobile phone while riding;
- must have proper control of the device at all times and ride with due care and consideration for other road users;
- must use a flashing or steady white light at the front and a flashing red light and reflector at the back of the device when riding at night or in hazardous conditions;
- must not ride abreast; and
- must not carry passengers.

In extending consideration from commercial e-scooter use to private e-scooter use, the following amendments to the current rules are suggested:

- No person can drink alcohol or take drugs without affecting their ability to use an e-scooter. As such, Section 47(1) "Driving under influence" of the *Road Traffic Act 1961* should be applied to e-scooter users travelling at speeds capped at 25km/h. If e-scooters were to be permitted to travel at speeds above 25km/h, then riding while under the influence (DUI) and a blood alcohol concentration (BAC) of 0.05 or more, or the presence of drugs should also apply.

- Reduce the age limit from 18 years to 16 years old for personal mobility devices. Lowering the age limit to 16 years old could also encourage more children to ride to and from schools, sports, and social engagements, which in turn could create independence and instil a habit of using micro-mobility over cars early in life.
- Allow foldable and or collapsible personal mobility devices to be carried on busses, trains and trams if folded and or collapsed. Allowing personal mobility devices on public transport supports alternative modes of transport and could lead to reduced traffic and parking congestion.
- An additional consideration would be a requirement for signalling or fitted with indicators (similar to motorcycles) when turning if personal mobility devices are allowed on roads.

INSURANCE AND REGISTRATION

It is recommended that the Council supports Recommendations 8 (a) and (b) which have been made by the State Parliament's *Select Committee on Public Transport and Active Travel*, which requests that the Attorney-General reviews the insurance arrangements for e-scooters and other PMDs and considers a scheme that can support victims in the event of being hit by PMDs, regardless of fault.

The Council will continue the requirement through Permit conditions for public shared mobility schemes operators to provide users with Public Liability Insurance and Personal Accident Insurance, until such time the Attorney-General provides advice on insurance arrangements for e-scooters at which point the Council will review its insurance conditions on its Permits.

OTHER CONSIDERATIONS

Shared e-scooter schemes have been operating in South Australia for a number of years and have to date, proven to be successful due to positive mode shift trends, minimal serious reported accidents or incidents and high demand for usage. As such, it is recommended that in the Local Government Areas where a commercial shared e-scooter scheme is viable alongside private e-scooter usage, that where this is sought by the commercial operators, these be enabled to continue.

Personal e-scooters are being currently used by the community in the public realm regardless of not being permitted. Overall, it is suggested that their use be permitted and the response to the Discussion Paper highlights a number of considerations such as speed, locations, road laws, device specifications etc., for the State Government to consider.

OPTIONS

Option 1

The Council can resolve to endorse the draft response to the State Government on the Discussion Paper, as contained in **Attachment B**.

This option is recommended.

Option 2

The Council can resolve to endorse the draft response to the State Government on the Discussion Paper with further specified amendments.

Option 3

The Council can resolve not to provide a response to the State Government on the Discussion Paper.

This option is not recommended based on the potential impact personal mobility devices have on the Council's public realm. Given that the Council has had access to learnings from e-scooter trials over the past two years, it can and should submit informed comments on the future of micro-mobility devices in South Australia.

CONCLUSION

It is recommended that the Council reaffirm its support of shared micro-mobility devices within the City as well as supporting the controlled use of private micro-mobility devices for the reasons set out in the body of this report. The Discussion Paper has provided the opportunity to share the Council's learnings from the Council's almost two-year trial and outlines options that will allow e-scooters (both private and commercially operated) to be safely used in the public realm, which in turn addresses some of the angst and safety concerns expressed by citizens regarding the use of micro-mobility devices.

COMMENTS

Nil.

RECOMMENDATION

That the draft response to the State Government on the Discussion Paper, as contained in Attachment B, be endorsed.

Attachments – Item 11.2

Attachment A

Draft Council Submission on Discussion Paper Personal Mobility Device Use in South Australia

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City of
Norwood
Payneham
& St Peters

E-scooters and other Personal Mobility Devices

March 2023



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Government of South Australia

Department for Infrastructure
and Transport

E-scooters and other Personal Mobility Devices

Background

What is a personal mobility device?

A personal mobility device (PMD) is currently defined in South Australia as an electric personal transporter which includes devices like:

- Electric scooters (e-scooters).
- Electric skateboards (e-skateboards).
- Single wheel self-balancing devices.
- Segways.

Personal mobility devices in South Australia

In South Australia, PMDs are currently not permitted to be used on public infrastructure (public roads and paths) unless approval has been granted by the Minister for Infrastructure and Transport.

Currently, only fleet-operated e-scooters are approved for use in a partnership between local Councils and commercial e-scooter fleet operators. Since the introduction of trials in March 2019, there has been a significant increase in the popularity of e-scooters and other PMDs.

Privately owned e-scooters and other PMDs are currently not allowed on South Australian public roads or infrastructure.

The trials require e-scooter users to adhere to certain rules, including that the rider:

- must be a minimum of 18 years old;
- wear a helmet;
- adhere to a speed limit of 15km/h;
- must not carry passengers;
- must not be under the influence of alcohol or drugs; and
- must not use a mobile phone whilst riding.

Personal mobility devices in other states and territories

The following states and territories currently permit the use of privately owned PMDs on their road networks:

- Australian Capital Territory;
- Western Australia;
- Tasmania; and
- Queensland.

Like South Australia, the following jurisdictions do not permit the use of privately owned PMDs but are conducting public trials of hire and ride e-scooters:

- New South Wales;
- Victoria; and
- Northern Territory.

National Transport Commission framework

The National Transport Commission (NTC) has developed a national framework for recognising PMDs in the Australian Road Rules. Amendments to the Australian Road Rules to include PMDs were endorsed by Australian Transport Ministers in May 2021, and are now reflected in the Australian Road Rules. The NTC maintains the Australian Road Rules. However, they are a model law and, as such, must be adopted into state and territory road laws to take legal effect.

The model law within the Australian Road Rules adopted most of the significant elements of the current South Australian e-scooter trial framework. However, South Australia may require some variation to the national framework to suit local conditions and circumstances.

Under the NTC framework, a PMD is a device that:

- has one or more wheels;
- is propelled by one or more electric motors;
- is designed for use by a single person only;
- has an effective stopping system controlled by using brakes, gears or motor control;
- when propelled only by the motor, cannot reach a speed greater than 25km/h on level ground; and
- is not equipped with any sharp protrusions.

The NTC framework recognises two categories of PMDs:

Category A (Small, light devices)

- These are not more than:
 - 1250mm in length, 700mm in width, and 1350mm in height; and
 - 25kg when not carrying a person or other load.

Category B (Large, heavier devices)

- These are not more than:
 - 700mm in length, 1250mm in width, 1350mm in height; and
 - 60kg when not carrying a person or other load.

The following devices are excluded from the framework:

- Power-assisted pedal cycles.
- Motorised scooters not capable of travelling more than 10km/h on level ground.
- Motorised mobility devices (e.g. motorised wheelchairs and mobility scooters).

The model law requires that a PMD user must be 16 years old or older.

The model law allows jurisdictions to set their own access and speed rules, because of varying local conditions. For example, where on the road network PMDs may be used (i.e. footpaths, shared paths, on roads etc), and at what speed.

However, the NTC did provide some recommendations. For example, that PMD users be permitted to use most pedestrian infrastructure, bicycle paths and local roads (e.g. speed limit less than 50km/h), but not be permitted to travel at a speed faster than:

- 10km/h on a footpath or shared path;
- 25km/h on a separated footpath (designated for the use of bicycles), bicycle path or local road.

Discussion

Plans for South Australia

The South Australian Government has committed to consulting with privately owned PMD users and the broader community on the desirability of moving beyond a trial phase and allowing ongoing use of PMDs on roads and in other public areas.

Consultation on the future outlook for all PMDs in South Australia includes considering the current permitted use of PMDs (e.g. e-scooters), whether the framework under the current trial arrangements is suitable for South Australia, and whether any improvements are needed.

The Department for Infrastructure and Transport is interested in receiving PMD user, community and public feedback on the following topics:

- use of PMDs (e.g. whether devices should be allowed; and if so, what types of PMDs should be allowed);
- access (e.g. use on roads, bicycle lanes, footpaths etc);
- device specifications (e.g. size and weight);
- rules for riders; and
- insurance and registration.

On 1 June 2022, a Select Committee was established by the South Australian Parliament, to inquire into and report on Public and Active Transport in South Australia. The Select Committee tabled their report on 7 February 2023 and made two recommendations about e-scooters in South Australia which are currently being considered by the Government. More information about the work of the Select Committee on Public and Active Transport may be found at www.parliament.sa.gov.au

Use of personal mobility devices

Under the current South Australian trial conditions, only e-scooters are currently permitted to operate. There are a range of other PMDs available for purchase, such as e-scooters, e-skateboards and other self-balancing devices that are not currently permitted to be used on roads or related areas such as footpaths.

This consultation seeks community views on whether PMDs should be used on public paths and roads in South Australia, and if so the types of PMDs that should be permitted.

Access

Under the current South Australian trial conditions for e-scooters, riders may ride on footpaths and shared paths unless otherwise prohibited.

However, riders must not:

- ride in a bicycle lane or bus lane.
- ride on a road:
 - with a dividing line or median strip (these separate two-way traffic);
 - where the speed limit is greater than 50 km/h; or
 - which is one-way with more than one marked lane.

This consultation seeks community views on where people would like to see PMDs be used, whether this be on footpaths, shared paths, in bicycle lanes, or on roads with dividing lines up to certain speed limits. A visual representation of parts of a road appears in Appendix 1.

Device Specifications

Currently in South Australia, a PMD is categorised as an “electric personal transporter” if it:

- has one or more wheels;
- is propelled by an electric motor(s);
- is designed for use by a single person only.
- has an effective stopping system controlled by using brakes, gears or motor control.
- is not more than:
 - 1250 millimetres (mm) in length by 700mm in width by 1350mm in height; or
 - 700mm in length, 1250mm in width and 1350mm in height.
- is not more than 60 kilograms (kg) when the vehicle is not carrying a person or other load; and
- has no sharp protrusions.

E-scooters that are under the current trial conditions are further limited to a maximum device weight of 25kg. The current South Australian device specifications are consistent with the NTC framework. Other jurisdictions may either allow or impose different dimension and weight restrictions for PMDs.

This consultation seeks community views on appropriate device specifications that people would like to see regulated for PMDs in South Australia.

Rules for e-scooter riders

Under the current South Australian trial conditions for e-scooters, riders:

- are limited to a maximum speed of 15 km/h;
- must wear an approved helmet at all times;
- must be aged 18 years or older;
- may ride on footpaths and shared paths unless otherwise prohibited;
- must not ride on a road:
 - with a dividing line or median strip (these separate two-way traffic);
 - where the speed limit is greater than 50 km/h;
 - which is one-way with more than one marked lane; or
 - if otherwise prohibited.
- may ride on a road only when crossing or to avoid an obstruction for up to 50 metres;
- must not ride in a bicycle lane or bus lane;
- must use a warning device (i.e. a bell or horn) to avert danger;
- must not use a mobile phone while riding;
- must have proper control of the device at all times and ride with due care and consideration for other road users;
- must use a flashing or steady white light at the front and a flashing red light and reflector at the back of the device when riding at night or in hazardous conditions;
- must not ride abreast;
- must not carry passengers;
- must not have a blood alcohol concentration (BAC) of 0.05 or more, or the presence of drugs;
- must not carry the device on public transport.

For more information about the current e scooter trials, please visit <https://mylicence.sa.gov.au/road-rules/e-scooter-trial>

This consultation seeks community views on appropriate rules for PMD riders that people would like to see in place to facilitate safe use of these devices on the road network.

Insurance and Registration

Currently, in South Australia, e-scooters used under trial conditions are exempt from the requirement to be registered, and are therefore, not covered by a policy of Compulsory Third Party (CTP) insurance. In accordance with the Motor Vehicles Regulations 2010, a policy of public liability insurance in an amount of \$20 million must be in force.

If they are not registered and subject to the CTP scheme, insurance and liability arrangements would be the same as those that apply currently for bicycles. It would be a matter for the rider whether or not they want to take out their own insurance. If they do not, they would potentially be liable to pay compensation if they injure a third party. This is the arrangement that applies in other Australian states and territories that allow private use of PMDs.

Like other kinds of motor vehicle registration and CTP insurance categories, if these were to apply to PMDs, fees would be payable.

This consultation seeks community views on registration and insurance of PMDs in South Australia.

Current e-scooter trial

What is the State Government responsible for?

For e-scooters to operate in South Australia, ministerial approval is required under the *Road Traffic Act 1961*. The Department for Infrastructure and Transport work together with local councils on use cases to undertake a trial of e-scooters within the relevant council locality. Considerations include road safety for all those who might encounter the device, as well as amenity and access matters. If a trial is approved by the Minister for Infrastructure and Transport, the State Government is not involved in the day to day operation of the trial.

What are local councils responsible for?

If a trial receives ministerial approval to operate, the relevant local council(s) may issue business permits, under the *Local Government Act 1999*, to approved fleet operators. Once approved, the relevant local council is responsible for the day to day management of e-scooter trials, in partnership with the relevant fleet operator(s).

What are fleet operators responsible for?

Fleet operators provide devices for use by the general public under the legislative framework provided by the approval, and the conditions of their business permit issued by the relevant local council.

What are users responsible for?

E-scooter riders who use a device under the trial have a responsibility to use it with due care and adherence to the relevant rules as outlined above, and under the Australian Road Rules.

Trial learnings

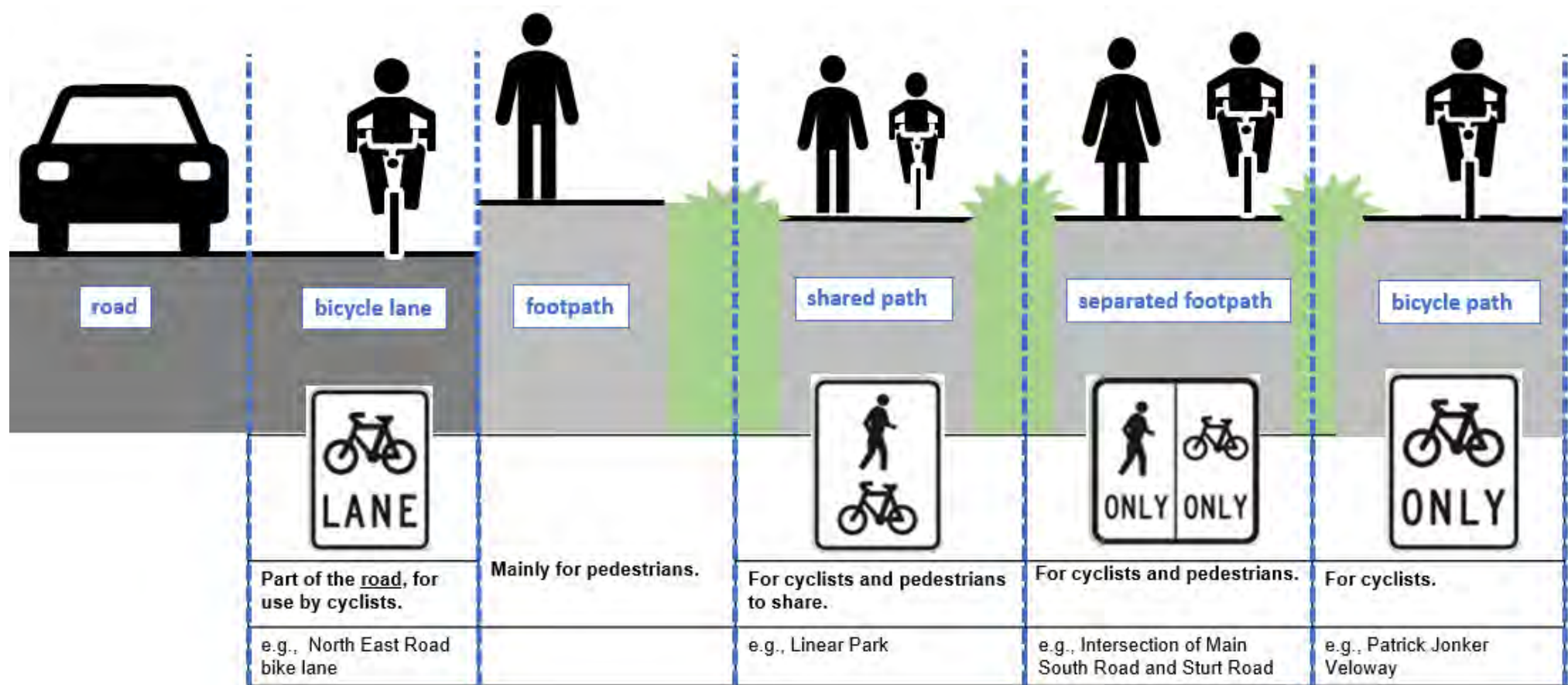
Between September 2020 to December 2022, the following information was reported in relation to e-scooter use under trial conditions:

- there were 1,467,456 reported e-scooter trips;
- 102 reports of collisions, near-miss incidents and/or injuries; and
- 617 reports of other types of incidents (non-collisions, non-injury, for example littered devices).

The current e-scooter trials have provided a range of learnings, including that these devices:

- can provide first/last mile transport solution for public transport commuters;
- can reduce vehicle movement on the road and reduce traffic congestion by providing a cheaper alternative to travel shorter distances;
- can help reduce the transport carbon footprint;
- have seen some reported incidents of poor interactions between device users and pedestrians/vulnerable road users (e.g. collisions, accidents, injuries);
- can reduce pedestrian access, i.e. where devices are parked inconsiderately, have been littered, or are otherwise an obstruction to pedestrians and other road users; and
- may be misused by riders (e.g. no helmet, carrying passengers, being underaged).

Appendix 1 – cross section of a road



Attachment B

Draft Council Submission on Discussion Paper Personal Mobility Device Use in South Australia

City of Norwood Payneham & St Peters
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City of
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City of
**Norwood
 Payneham
 & St Peters**

7 June 2023

Personal Mobility Devices
 Road Safety, Policy and Research
 Department for Infrastructure and Transport
 Karna Country
 GPO Box 1533
 Adelaide SA 5001

Via email: MinisterSzakacs@sa.gov.au
 cc: DIT.RoadSafety@sa.gov.au

Dear Minister Szakacs MP

PERSONAL MOBILITY DEVICE USE IN SOUTH AUSTRALIA

Thank you for the opportunity to comment on the Discussion Paper which has been prepared by the Department for Infrastructure and Transport, regarding the use of Personal Mobility Devices (PMDs) on public infrastructure in South Australia.

The City of Norwood Payneham & St Peters covers the inner eastern suburbs of Adelaide and is home to 37,056 citizens. With a reputation for its cosmopolitan lifestyle and cultural influences, the City has evolved over the last 20 years into a destination known for its food manufacturing, innovation, creativity, culture, '*sense of place*' and thriving business and retail sector.

Like many inner urban councils, the City of Norwood Payneham & St Peters experiences traffic and parking pressures from a wide range of users, including local residents, business and commercial activity and people who park within our City but work elsewhere (e.g. long-term parkers that walk / ride / use micro-mobility into the Adelaide CBD). Through a range of integrated land use, parking and transport strategies, *City-Wide Cycling Plan*, the Council aims to influence travel choices to reduce traffic congestion and the need for parking.

There are many opportunities in vibrant, urban areas, such as the City of Norwood Payneham & St Peters, to reduce dependence on motor travel and embrace other forms of sustainable transport. The transport sector is one of the most significant contributors to greenhouse gas emissions. Sustainable transport has multiple objectives, including reducing harmful air pollution, greenhouse gas emissions, and demand for fossil fuels; safer and more attractive streets and living environments; and healthier living through more active lifestyles.

The Council has recognised the social and economic benefits of providing effective and safe micro-mobility infrastructure. In December 2013, the Council endorsed a City-Wide Cycling Plan and reviewed the action plan in 2021 as several upgrades had taken place to create safer roads for cyclists. In 2016, the Beulah Road Bicycle Boulevard Project received the Hard Won Victory Award and a commendation from the Minister for Planning in the Planning Institute of Australia (PIA) SA Awards for Planning Excellence. The PIA Award judging panel acknowledged the Council's significant achievement in balancing the provision of infrastructure to calm traffic and improve safety and accessibility for cyclists and pedestrians whilst ensuring continued access for motorists.

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Since 2017, investigation, community consultation and support from the Department for Infrastructure and Transport, has resulted in the Council endorsing a speed reduction from 50km/h to 40km/h in residential streets in the suburbs of Stepney, Maylands, Evandale, Norwood and Kent Town. The Council will continue to ensure local roads are safer for all road users by consulting with affected citizens and local communities on proposals to expand 40km/h speed limits into other suburbs across the Council area.

In 2019, the Council endorsed a shared mobility device framework and a trial of e-scooters within the City of Norwood Payneham & St Peters.

By trialling shared micro-mobility schemes (e.g. e-bikes and e-scooters), the Council now has an understanding of how shared micro-mobility devices can act as first and last-mile transport, reduce pressure on traffic and parking, increase transport options to or across precincts, replace the use of a motor vehicle for short to medium trips and encourage unstructured participation in recreation.

The Council is also aware of the tensions that personal and shared micro-mobility devices cause within the community, in particular, through poor interactions between device users and pedestrians / other road users; clutter and access issues to paths due to poor parking behaviour by users and the misuse by riders, (e.g., no helmet, carrying passengers and under age riders)

The e-scooter trial has highlighted the need for reduced speed limits on local streets, investment in infrastructure, and separate infrastructure for micro-mobility away from cars and pedestrians. Investing in micro-mobility infrastructure is a social, economic and environmental necessity.

The Council welcomes this long-awaited review of the South Australian *Road Traffic Act 1961* regarding personal mobility devices and a commitment to move beyond a trial following amendments to the Australia Road Rules with a national framework for recognising PMDs endorsed by the Australian Transport Minister in May 2021. It is considered essential to pair the potential changes with best practices in road safety for all road users.

Overall, the Council supports the use of personal mobility devices on the road and road-related areas if paired with lower speed limits on local roads, investment in public infrastructure for micro-mobility and wide-reaching education and enforcement relating to road rules. A more detailed submission for your consideration is contained in **Attachment 1** to this letter.

Again, thank you for the opportunity to comment on this significant issue, I look forward to hearing of the Government's announcements regarding further legislative changes to support this.

Yours sincerely

Robert Bria
MAYOR

Att.

ATTACHMENT 1

RESPONSE TO E-SCOOTERS AND OTHER PERSONAL MOBILITY DEVICES –

Discussion Paper March 2023

USE OF PERSONAL MOBILITY

The current South Australian *Road Traffic Act 1961*, does not allow personal mobility devices (PMDs) to be used unless ministerial approval is granted. However, the growing popularity of PMDs such as e-scooters, e-skateboard and other self-balancing devices means they are being sold across South Australia to citizens even though citizens are prohibited from being used on roads or related areas such as footpaths.

Anecdotal evidence obtained by the Council suggests that citizens are using PMDs across the City on roads and public infrastructure as an alternative transport mode to cars, buses, bicycles and walking as well as the first and last mode of transport. Similar to bicycles, PMDs allow users to move around easily and avoid traffic while being an efficient and low-cost alternative to buying a car or using public transport for short distances. PMDs can also be used recreationally and encourage people to experience being outdoors. PMDs have the added benefit of being low maintenance, low emissions, compact, easy to store, park, and transportable. For cities, PMDs have the added benefit of tourism, and assisting in reducing congestion, air pollution, parking pressure and promoting healthy lifestyles.

From a Local Government perspective, numerous safety concerns exist regarding use of PMDs are in the public realm. These safety concerns stem from poor understanding / communication of the *Australian Road Rules* by PMD users, poor quality separated infrastructure to support micro-mobility transport in many locations across South Australia and anti-social user behaviour, resulting in PMDs and pedestrians sharing footpaths or PMDs and cars sharing the road, with a lack of user protection. However, there is a demonstrated user demand for PMDs being sold and used on roads and public spaces such as footpaths, although PMDs are not allowed to be used in these areas under the Road Rules. Currently, there are only appropriate safety measures and rules for shared e-scooter schemes (although there are community tensions around pedestrians and PMD users sharing footpaths); however illegal use of PMDs are not visibly policed.

The Council's trial of e-scooters over a period of almost two years has shown that PMDs have a place in the transport network as they can assist in reducing traffic and parking congestion, increase micro-mobility transport, are used as first- and last-mile transport options, reduce greenhouse gas emissions and promote healthy lifestyles.

However, the Council does not believe that all types of PMDs are equal and should be permitted for use on public paths or roads. The personal mobility devices that the Council considers should be permitted are electric scooters (e-scooters).

The personal mobility devices that the Council considers should not be permitted on public paths and or roads at this stage are self-balancing devices such as:

- e-skateboards
- e-unicycles
- e-boards
- however-skates / hoverboards
- e-balance scooters
- e-segways

The use of the above-listed devices in the public realm is not supported by the Council as these devices are considered difficult for users to balance or control and create an unacceptable risk to safety for the riders and other users of roads and road-related areas. There are also concerns as to whether PMDs have been adequately tested for user safety, speed, ability to brake and manoeuvre adequately, especially in busy and narrow streets and footpaths. The above-listed PMDs should be used for recreational purposes on private land only.

It should be noted that concerns have been expressed by the community around the existing shared micro-mobility device schemes, (e.g. shared e-scooters operated by Beam and Neuron). The main

concerns are about dockless parking, poorly parked devices once users complete their journey and the speed at which devices can travel on footpaths, as these disrupt footpath accessibility for pedestrians. The Council will continue working with the commercial operators to find solutions that enable shared micro-mobility schemes but, at the same time, do not impact pedestrian safety. This is possible due to the operators' ability to enforce restrictions to use through geofencing and technology. Private e-scooter users cannot have the same restrictions of use, (e.g. reduced speed, no parking etc.), enforced in the same way. Private e-scooter users would need to be enforced by SA Police, with a high police surveillance following the introduction of any new laws. This may not be a practical solution.

Overall, given the broad-ranging benefits e-scooters provide and the demonstrated demand for their use, the Council considers that personal and shared e-scooters should be allowed to be used in the public realm in South Australia as long as there are appropriate safety measures and legislation in place as well as a commitment for appropriate local road speed limits, separated micro-mobility infrastructure and active enforcement by SA Police.

ACCESS

The current conditions of where PMDs can be legally used, could be more clearly explained and understood by citizens and should be enforced

The Council considers that determining where PMDs can be used should be informed by best practice in road safety, which in turn will ultimately determine the desired maximum speed limit of the PMDs. Best practice from the publication titled *Safe Systems Approach to Traffic Management (Austroads)* recommends that PMD use on roads is acceptable when the speed limit is 30km/h or less, with a device speed of 25km/h or above to ensure micro-mobility devices are competitive as an alternative transport mode to cars.

It would be simple for communication purposes to users if PMDs are either used on roads and shared paths only, on footpaths/shared paths only, or on both roads and footpaths/shared paths. When considering where PMDs should be permitted, the safety of all road and road-related areas should be at the forefront of that decision.

The options outlined below, have been considered with best practice in road safety (for all road users) and the State Parliament's *Select Committee on Public Transport and Active Travel Recommendation 7* in mind:

The Committee recommends that state government, in collaboration with local government and other stakeholders:

- a) *legislates to enable use of privately owned e-scooters and other e-personal mobility devices in public spaces, in line with other state jurisdictions;*
- b) *considers adopting definitions of e-scooters and other e-personal mobility devices consistent with National Model Law;*
- c) *considers ways that e-scooters and other e-personal mobility devices may be safely moved into bike lanes on roads without compromising the safety of cyclists or device users;*
- d) *reviews speed limits of e-scooters and other e-personal mobility devices on footpaths to better protect the safety of pedestrians; and*
- e) *gathers data on the use of private and commercial e-scooters and other e-personal mobility devices, including compliance and injuries to pedestrians and riders.*

The Council takes this opportunity to highlight that additional State Government funding to make streets safer and implement cycle paths is currently needed. If PMDs were to be legalised on South Australian roads, the pressures on footpaths would be elevated and the need for funding for cycle/micro-mobility paths and other street modifications would be amplified.

The Council has presented three options that identify changes that are required to ensure the highest level of safety to all road and road-related area users and provide safety and comfort to risk-averse riders, particularly women. The Council's preferred option for where devices should be used is Option 2, subject to further review after one year of implementation.

Option 1: On roads (less than 40km/h) and shared paths only (subject to lower default urban speed limit)

If PMDs are only permitted to be used on roads (40km/h or less) and shared paths, then broader consideration of the South Australia *Road Traffic Act 1961*, must be considered. The Council considers that if more micro-mobility devices (other than bicycles and e-bikes) are permitted to be used on roads, then the default urban speed limit should be reduced from 50km/h to 40km/h. Australia.

Data shows that pedestrians are at greater risk of death and injury if hit at impact speeds above 30km/h, and the most vulnerable pedestrians are children and older people. The impact speed is also one of the most important factors explaining the severity of injuries to cyclists when collisions occur with cars. Best practice road safety around the world has shown that when lower speed limits of 30km/h are implemented in urban areas, the injury and severity for micro-mobility riders and pedestrians are reduced. Therefore, the State Government committing to further decrease the default urban speed limit to 40km/h, on local roads, would increase safety for all road users, including new PMD users.

If PMDs were legislated only to be used on roads and shared paths, and the urban default speed limit was lowered to 40km/h, PMDs travelling speed should be capped at 25km/h, the same as electric bicycles to ensure alignment with the European Committee for Standardisation applied to power-assisted devices which has been adopted by South Australia.

The minimum separation distance for passing of a cyclist should also apply to PMD users (e.g. one metre when passing at a speed limit of 60km/h or less and one and a half metres where the speed limit is over 60km/h).

Associated with this option, should also be consideration of how users of e-scooters signal their travel direction if they are permitted to travel on the roads, as this is problematic at present. Bicycle users can easily remove a hand to indicate their intended direction, but for a user on an e-scooter removing a hand is difficult/dangerous, as it makes the device unstable. Therefore, hand signalling when preparing to turn either left or right is not possible. There may be technical solutions (e.g., mandating indicators similar to motorcycles).

Conversely, if the use of PMDs on footpaths is made illegal, it will likely lead to compliance issues and also presents an equity issue. Women are particularly risk-averse and will not travel on the road if they feel unsafe, therefore limiting transport and micro-mobility options for many women. Hence, this option is subject to the commitment of a lower default urban speed limit so that mobility options are not gender restricted. This is supported by the United Nations Development Programme (UNDP) report, *Safe Cities and Safe Public Spaces for Women and Girls*, 2010, and a study by Wegman, D., & Aarts, L. in 2006 in the journal *Accident Analysis and Prevention*.

PMDs should be permitted to travel on footpaths where the road is considered unsafe by the user or inconvenient (e.g. one-way streets). When riding on footpaths or shared paths PMDs must keep to the left of the path unless it is impractical to do so and give way to any pedestrians.

PMDs within this option would utilise existing bicycle lanes, which currently do not provide adequate safety and comfort that people, especially women, children and the elderly, seek even when riding bicycles. Existing painted bicycle lanes on roads with motor vehicles travelling at speeds greater than 30km/h do not provide separation, often not wide enough for a cyclist and abruptly end or disappear at intersections or areas with timed parking. Therefore, PMDs are only recommended for road use if the default urban speed limit is reduced and adequate investment in micro-mobility infrastructure is committed.

Ultimately, before PMDs are allowed on roads, there is a need to ensure they can safely interact with other road users and speed limits are reduced to ensure crashes and fatalities are not increased on South Australian roads. If there is no change to the default urban speed limit or commitment from the Department for Infrastructure and Transport to improve micro-mobility infrastructure, permitted PMDs on roads would be the least safe option for all road users and would not be supported.

Option 2: Footpaths and shared paths only

PMDs being permitted on footpaths and shared paths would be the safest option for PMD users and provide the level of comfort for risk-averse users if the default urban speed limit is not reduced to at least 40km/h, ideally 30km/h, and if micro-mobility infrastructure is not invested in to improve its safety. However, it should be noted that this could increase the risks to pedestrian safety and reduce the overall accessibility of footpaths by children, older people and mobility-impaired users. The community may feel this is an unacceptable risk to pedestrians. While incidents reported to the Council compared to overall number of trips indicate the actual risks from shared e-scooters are much lower than the community's perceived risk, providing welcoming streets for all users is critical to the Council in providing public realm infrastructure. Privately owned and used e-scooters with no geofencing of speed controls or access restrictions may, in fact, increase actual risks. As such, there should also be a commitment that the Department for Infrastructure and Transport undertake a review of the use of PMDs on footpaths within a year of any implementation.

If PMDs are only permitted to be used on footpaths and shared paths, then the travelling speed limit of the devices should be capped at 15km/h, this is to ensure pedestrian safety. This will require significant regulation to ensure that any manufactured or imported e-scooters have speed restrictions that do not enable speeding above 15km/h. Unlike a bicycle or e-bicycle, an error by a user of a PMDs can generate significant energy/speed in a crowded space where people are not expecting uncontrolled devices.

In addition, the State Government would need to ensure clear communication and enforcement of the rules that users are required to give way to pedestrians and travel at speeds that match the conditions.

Appropriate mechanisms for controlling and or limiting e-scooter use in high-foot trafficked areas (malls, indoors etc.) would be required. The shared e-scooter operators have the ability to do this through geofencing, but private devices cannot be controlled in this way. For example, The Parade between Portrush Road and Osmond Terrace is a "no go" zone in which no e-scooters not allowed, given the high density of foot traffic, outdoor dining and shop displays. Similarly, when events occur, such as AFL matches, requests have been received that areas around Norwood Oval be made "go slow" zones for the safety of pedestrians. This is easily enforced through the commercial operator geofencing but extremely hard to communicate or enforce for PMD users. If PMDs are permitted to be used on footpaths, this would have a significant resourcing impact on all councils through the need to install prominent signage of "no ride" zones in high pedestrian traffic areas and active enforcement by SA Police. Consideration needs to be given to how other communication and regulation methods would be practically implemented without further proliferation of physical signage in multiple locations.

Option 3: Roads and all road-related areas (e.g. footpaths and shared paths)

If there is no commitment from the State Government to lower the default urban speed limit to 40km/h, or invest in micro-mobility infrastructure, this is considered the least safe option for all road users.

If PMDs can be used on all roads and road-related areas, then different travel speed limits for devices should be set to match the conditions of the infrastructure PMDs are travelling on. For example, 25km/h on roads and 15km/h on road-related areas (e.g. footpaths and shared paths). If this is the case, strong police enforcement and hefty fines for non-compliance with regulations must be introduced, similar to Queensland. Without a commitment to police enforcement, these regulations could increase risk and lower safety outcomes for all road and road-related area users.

It should be noted, that not all the current shared e-scooter scheme devices have the capability to show users the speed that they are travelling. If PMDs were allowed to travel on roads at a maximum of 25km/h but only 15km/h on footpaths, then devices would need to be updated by operators to ensure an improved dashboard display to allow users to know their speed. Beam is slowly rolling out their newest generation of e-scooters with this capability in Queensland. The same transition in Adelaide would also take place slowly, subject to device specifications requested in South Australia. Similarly, depending on the type of private PMD purchased would determine the device's features, which may or may not include a speedometer for the user to determine their speed. If no speedometers are available on private e-scooters, it makes strong police enforcement harder to enact.

Similar to Option 1, there should also be consideration of how e-scooters users signal their turning direction if they are permitted to travel on the roads, as this is problematic at present.

To reiterate, existing bicycle lanes currently do not provide adequate safety and comfort that people seek even when riding, painted bicycle lanes on roads do not provide physical separation and abruptly end or disappear. Therefore, similar to Option 1, if there is no change to the default urban speed limit or commitment from the State Government to improve micro-mobility infrastructure, permitted PMDs on roads would be the least safe option for all road users and is not supported.

DEVICE SPECIFICATIONS

Weight restrictions on e-scooters should be increased from 25kg to 35kg. Under the National Transport Commission's (NTC) framework, the current weight restriction for PMDs in South Australia is limited to 25kg, however, the newer generation of shared e-scooters in the market weigh 35kg, which means they cannot be deployed in South Australia.

The additional weight in the shared PMDs is due to safety improvements, including a larger front wheel, footboard, and frame for improved stability and durability and a larger battery for improved range. The current operators' newer generation e-scooters also come with features such as tandem riding detection, Pedestrian Shield that can detect pedestrians in the way of a scooter and automatically slow it down, and improved location accuracy for improved parking enforcement.

Newer generations of e-scooters also have improved dashboard displays which allow a visual indication of the speed and highlight whether the user is in a slow zone, no parking zone or a no-go zone. These additional fixtures and functions come with an added weight requirement.

Without understanding the Department of Infrastructure and Transport's future intentions towards device specifications under the *South Australian Road Traffic Act 1961*, the Council cannot undertake a procurement process to ensure the optimal operators and devices are provided to the community through a shared micro-mobility scheme such as the e-scooter trial. Therefore, the Council can only permit older devices with reduced safety improvements and features and lower battery range.

RULES FOR E-SCOOTERS RIDERS

First and foremost, road rules that directly relate to personal mobility devices should be clearly and widely communicated to the community by the State Government.

The Council considers that the South Australian Government should use every avenue available to them to educate and communicate its decisions following this consultation and promote road rules through mainstream mass media such as television, radio etc. This includes what type of device can be used, where on the roadway they can be used, and requirements of all users to wear a helmet regardless of speed.

Once communicated, strong police enforcement and hefty fines for non-compliance with regulations must be introduced. Without a commitment to enforce these regulations could increase risk and lower safety outcomes for all road and road-related area users.

In terms of rules that should apply to e-scooter riders, the Council agrees with the following current rules for e-scooter users:

- must wear an approved helmet at all times;
- must not use a mobile phone while riding;
- must have proper control of the device at all times and ride with due care and consideration for other road users;
- must use a flashing or steady white light at the front and a flashing red light and reflector at the back of the device when riding at night or in hazardous conditions;
- must not ride abreast and
- must not carry passengers.

In extending consideration from commercial e-scooter use to private e-scooter use, the following amendments to the current rules are suggested:

- Similar to bicycle laws, no person can drink alcohol or take drugs without affecting their ability to use an e-scooter. As such, Section 47(1) "Driving under influence" of the *Road Traffic Act 1961* should be applied to e-scooter users travelling at speeds capped at 25km/h. If e-scooters

were to be permitted to travel at speeds above 25km/h, then riding while under the influence (DUI) and a blood alcohol concentration (BAC) of 0.05 or more, or the presence of drugs should also apply.

- Reduce the age limit from 18 years old to 16 years old for personal mobility devices. At 16 years of age, users would have a basic understanding of road rules, comprehension of speed, courtesy and judgement. Lowering the age limit to 16 years old could also encourage more children to ride to and from schools, sports, and social engagements, which in turn could create independence and instil a habit of using micro-mobility over cars early in life. The Council may choose to continue to limit its shared e-scooter scheme to 18 years old following any change by the State Government and depending on the requirements of Operators' insurance.

The Council notes that marketing by personal mobility device suppliers might target children under 16 years old who may not be able to safely operate and or control a device near other users or on the road. Unlike a bicycle or e-bicycle, electric PMDs introduce a level of energy that may exceed a younger user's abilities. Communication and education of the community and suppliers of the age limit to use PMDs is essential.

- Allow foldable and or collapsible personal mobility devices to be carried on busses, trains and trams if folded and or collapsed. Personal mobility devices are mainly used for short distances and the first and last mile of transport. Allowing personal mobility devices on public transport supports alternative modes of transport and could lead to reduced traffic and parking congestion
- An additional consideration would be a requirement for signalling or fitted with indicators (similar to motorcycles) when turning if personal mobility devices are allowed on roads. Ensuring clear communication from all road users regarding their travel direction/path is important for everyone's safety. Bicycle users are required to hand signal to indicate their travel intentions while on the road, and personal mobility device users should also be required to signal or indicate.
- Speed limits of personal mobility devices should be determined in relation to the decision on where personal mobility devices can be used. Please refer to the Council's preferred option, Option 2, under the Access section above.

INSURANCE AND REGISTRATION

The Council acknowledges that under trial conditions PMDs are exempt from the requirement to be registered and therefore are not covered by a policy of Compulsory Third Party (CTP) insurance. However, operators under their permit conditions are required to provide users with Public Liability Insurance and Personal Accident Insurance instead.

It should also be noted that cyclists are not registered and insurance and liability are the rider's responsibility as to whether or not they take out their own insurance. When registration and insurance has been investigated for bicycles and e-bikes, it has been found to be unviable and deleterious to the aim of increasing micro-mobility. Similarly, the relative costs and benefits for registering PMDs needs to be evaluated. The Council considers that the focus should be on requiring registration for the vehicles with the most potential to harm other people using streets (e.g. cars and trucks).

However, insurance is an ongoing concern, as noted by the State Parliament's *Select Committee on Public Transport and Active Travel Recommendation 8* states:

The Committee recommends that the matter of compulsory third party insurance for private and commercial e-scooters be referred to the Attorney-General for review and advice. The Committee recommends that the state government resolves:

- a) the classification ambiguity regarding commercial and private use of e-scooters, specifically whether they are to be regarded as a motorised vehicle or as a bicycle; and*
- b) outstanding matters regarding high insurance excess amounts, easily voided insurance policies, and the power of e-scooter providers in deciding the outcome of insurance claims.*

The Council supports the recommendation that the Attorney-General reviews the insurance situation for e-scooters and other PMDs, and considers a scheme that can support victims in the event of being hit by PMDs, regardless of fault.

The Council will continue the requirement through Permit conditions for public shared mobility schemes operators to provide users with Public Liability Insurance and Personal Accident Insurance until such time the Attorney-General provides advice on insurance arrangements for e-scooters at which point the Council will review its insurance conditions on its Permits.

OTHER CONSIDERATIONS: SHARED VS PRIVATE E-SCOOTERS

To date, the City of Norwood Payneham & St Peters shared e-scooter scheme is considered to be successful due to:

- positive trends towards mode shift (replacing some car trips with an e-scooter ride to connect to public transport or to access to shopping precincts and services);
- no serious reported accidents or incidents throughout the trial period;
- usage per device is within the preferred levels; and
- continued work is occurring with the operators to respond to community feedback including through mitigation measures such as new “no go” zones and preferred parking areas.

Based on data which the operators have collected, the Council has been advised that our two-year trial (which was temporally paused through Covid-19 restrictions) over 82,837 trips have been recorded, covering over 174,947 kilometres, with an average of 100 trips per day or average trip distance of 1.7 kilometres. This new, flexible and active transport option is clearly being well utilised, supports community mobility and economic development and has demonstrated benefits in cross-City accessibility.

The trial has also demonstrated a trend towards mode shift (replaced car trips with an e-scooter, increased connection to the public transport network or access to shopping precincts and services).

The shared e-scooters have generated comments from the community, where citizens are reporting issues associated with poorly parked e-scooters, obstruction of footpaths and access areas and trip hazards. These have been dealt with on a case-by-case basis and over time, comments regarding these issues has declined.

As with any form of moving transport, there have been only nine (9) incidents of personal accidents and relatively minor property damage for over 85,320 trips (0.01% incidents per total trips). The Council and the operators are unaware of any serious incidents or injuries that have occurred.

Shared e-scooter schemes have proven to be an impactful micro-mobility transport mode for the community. There is still work required by the Council and selected operators to ensure the scheme is not impacting on pedestrians and other road users' safety regarding parking and obstructions. Overall, local government areas should have the ability to provide a shared e-scooter scheme in areas that are demanding this micro-mobility mode of transport and the barriers to this should be removed.

Private e-scooters, although not permitted to be used, are being used and there is public demand for them as a personal transport mode. There is a need for regulations as to what can be sold in South Australia and thought into how they can be used etc., as they don't have the same ability to be restricted and monitored as the public shared e-scooter scheme run by Councils.

However, as discussed above, there are a number of options that could engage e-scooters as a private micro-mobility transport mode. It does need to be noted that the way in which women interact with road and road-related areas is of a more risk-averse nature, and it is important to consider risk-averse users to ensure they do not feel excluded from an emerging micro-mobility transport mode.

11.3 EMPLOYEE BEHAVIOURAL STANDARDS - SECTION 120A OF THE *LOCAL GOVERNMENT ACT 1999*

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8336 4549
FILE REFERENCE: qA64306
ATTACHMENTS: A - D

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the new provision of the *Local Government Act 1999*, regarding the adoption of Employee Behavioural Standards.

BACKGROUND

In November 2022, as part of the reforms to the *Local Government Act 1999* (the Act), (as specified under the *Statutes Amendment (Local Government Review) Act 2021*), a new Section 120A of the Act commenced operation. Section 120A requires all Councils to consider whether they should adopt Employee Behavioural Standards.

Employee Behavioural Standards specify standards of behaviours to be observed by employees of Councils and may provide for any other matter relating to the behaviour of employees of the Council.

Prior to the commencement of the new Section 120A in November 2022, Section 110 of the Act provided that the Governor, by Regulation, could prescribe a *Code of Conduct* to be observed by the employees of all Councils.

In 2014, the then Minister for Planning published a [Code of Conduct for Council Employees](#) for the purposes of Section 110(1) of the Act. That Code was comprehensive, and all Council Employees were obligated to observe the Code of Conduct. It was a uniform Code that applied to Local Government.

However, following the commencement of the [Local Government \(General\) \(Employee Code of Conduct\) Variation Regulations 2018](#) in April 2018, the Code of Conduct for Council Employees was amended to provide requirements for Council Employees in relation to Gifts and Benefits only.

Following the introduction of this new Code of Conduct for Employees, this Council, through the Chief Executive Officer and similar to a number of other Councils, adopted an Employee Behavioural Standards Policy (the Policy), to ensure that clear expectations were in place regarding the conduct and behaviour of staff. This decision was made on the basis of best practise governance as following the removal of the Code of Conduct there was a void which needed to be addressed.

Notwithstanding the commencement of the reforms in November 2022, the Council's Policy remains in operation.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

The LGA is assisting Councils with the implementation of the reforms to the *Local Government Act 1999* and has prepared a model *Employee Behavioural Standard* to assist Councils if they intend to adopt such standards.

RISK MANAGEMENT

It is important to note that whilst the Council must consider adopting *Employee Behavioural Standards* as a requirement of the Act, the Council is not mandated to adopt *Employee Behavioural Standards* under the Act. This is a somewhat unusual provision.

The Act does however set out that a Council must consider adopting *Employee Behavioural Standards* within six (6) months after the conclusion of each periodic election, or in the case of a Council that has *Employee Behavioural Standards* in place, review the operation of those Standards within this six (6) month time frame.

The conclusion of the 2022 Local Government Elections was Friday, 18 November 2022. This means that Councils were required to consider, within six (6) months of that date (ie, by 18 May 2023), whether or not they should adopt *Employee Behavioural Standards* or review the operation of existing Standards.

Notwithstanding this requirement of the Act, the operation of Section 120A has been delayed as a consequence of legal advice which has been sought and received by the LGA in respect to the operation of the new Section of the Act.

Following consideration of the legal advice, the LGA has prepared a "*Model Employee Behavioural Standard*" to support those Councils seeking to adopt new a new *Employee Behavioural Standard*.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
Manager, Governance & Legal
- **Other Agencies**
Australian Workers' Union (SA Branch) and the Australian Services Union.

The LGA provided a copy of the Model *Employee Behavioural Standards* to representatives of the Australian Workers' Union (SA Branch) and the Australian Services Union.

Whilst the provision of the document did not constitute formal consultation, the LGA sought to obtain a view from the organisations regarding the model Standards.

The Unions did not raise any concerns regarding the content of the *Model Employee Behavioural Standards*, however, they noted that Councils should avoid duplicating existing documents and/or instruments that set standards of behaviour for Council Employees.

Notwithstanding this, in accordance with the Act Councils that determine to adopt *Employee Behavioural Standards* must undertake formal consultation with the relevant industrial organisation(s) prior to the adoption of any Standards.

DISCUSSION

A key policy intent of the conduct management reforms to the *Local Government Act 1999*, was to separate 'conduct' into behaviour, integrity and criminal matters relevant to Council Employees to reflect similar changes which have been made to conduct matters that apply to Elected Members. The intent was also to capture conduct matters (ie integrity matters such as conflict of interest and gifts and benefits), that must be observed by all Council Employees set out specifically in the Act.

The provisions of the new Section 120A are however somewhat unusual given the provisions set out in Sections 103, 104 and 107 of the Act regarding the obligations of a Council Chief Executive Officer in respect to the employment and management of staff. These obligations are as follows.

103—Appointment etc by chief executive officer

(1) *The chief executive officer is responsible for appointing, managing, suspending and dismissing the other employees of the council (on behalf of the council).*

104—Remuneration etc of other employees

Subject to any relevant Act, award or industrial agreement, the remuneration and other conditions of service of an employee of a council will be as determined by the chief executive officer.

107—General principles of human resource management

(1) *The chief executive officer must ensure that sound principles of human resource management are applied to employment in the administration of the council, and must take reasonable steps to ensure that those principles are known to all employees.*

With this in mind, in determining whether the Council wishes to adopt *Employee Behavioural Standards*, the LGA has recommended that Councils should obtain advice from its Chief Executive Officer regarding the existing documents/instruments that may be relevant and in operation, (ie, Human Resource policies, Organisational policies etc), which satisfy the requirements of *Employee Behavioural Standards*.

The Office of Local Government has advised the LGA that Section 120A of the Act does not require Councils to adopt policies and procedures that a Council Chief Executive Officer deems necessary in the context of his/her responsibilities (including under Sections 103, 104 or 107 of the Act), in terms of managing staff.

The Council then having regard to the advice which it receives from the Chief Executive Officer in determining its position, needs to consider if there would be potential confusion between the *Employee Behavioural Standards* adopted by the Council under Section 120A of the Act and the existing framework of policies and protocols approved and issued to staff by the Chief Executive Officer.

After considering all of the relevant information, it is up to the Council to either:

- determine that Section 120A *Employee Behavioural Standards* are not required on the basis that the existing framework that sets out standards for Employee conduct and performance is sufficient; or
- exercise its discretion and determine to adopt *Employee Behavioural Standards*.

City of Norwood Payneham & St Peters Current Framework

In addition to the various legislative obligations of staff (ie *Local Government Act 1999*, *Independent Commission Against Corruption Act 2012*, *Ombudsman Act 1972*, *Work Health & Safety Act 2012*,) a robust staff behavioural management framework has been in place for a number of years at the City of Norwood Payneham & St Peters.

Organisational Values

The Organisational Values are a set of principles which guide the day-to-day activities and behaviour of all staff and the organisation and which form the foundation of the organisation's culture.

The Values are:

- Our People;
- Working Together;
- Leadership;
- Excellence;
- Integrity; and
- Service.

The Values are regularly reviewed to ensure that they remain contemporary and to ensure the way in which staff work and behave, as individuals and as an organisation reflects the desired culture.

A copy of the Values is contained within **Attachment A**.

Employee Behavioural Standards Policy

As stated previously, in April 2018 the Local Government (General) (Employee Code of Conduct) Variation Regulations 2018, amended the former *Code of Conduct for Council Employees* to provide requirements for Council Employees in relation to Gifts and Benefits only. This relates to the declaration and recording of Gifts and Benefits that may be received by staff in a similar manner that applies to Elected Members.

Following the introduction of the new *Code of Conduct for Employees*, this Council through the Chief Executive Officer, adopted the *Employee Behavioural Standards Policy* (the Policy), to ensure that clear expectations were in place regarding the conduct and behaviour of staff.

The Policy was modelled closely on the former *Code of Conduct for Employees* and at the same time broadened to include matters such Guidelines in relation to Conflicts of Interest and Register of Interests.

The Policy sets out the standards of behaviour which all staff, Volunteers and contractors, who are employed or engaged by the Council, are required to demonstrate in the performance of their duties and functions.

The Policy covers a range of behaviours which includes the following:

- General Standards;
- Use of Council Resources;
- Use of Information;
- Use of Position;
- Presentation;
- Health and Safety; and
- Public Comments.

As stated above, the Policy is extensive in that it also covers the following:

- General Guidelines for Conduct and Decision Making;
- General Guidelines for Conflicts of Interest;
- Register of Interests; and
- Gifts & Benefits.

In addition, the Policy sets out the behaviours which are not acceptable.

A copy of the *Employee Behavioural Standards Policy* is contained within **Attachment B**.

Service Excellence Framework

The Council's *Service Excellence Framework* includes our Service Philosophy, the Five Pillars of Service, the People We Serve and Service Behaviours and Capabilities.

Staff aim to constantly improve the service which is provided to citizens to ensure the delivery of great service and excellence in the work undertaken for every citizen who receives a service/s from the Council.

A copy of the *Service Excellence Framework* is contained within **Attachment C**.

LGA Model Employee Behavioural Standards

The LGA has prepared *Model Employee Behavioural Standards* to assist those Councils that intend to adopt *Model Employee Behavioural Standards*.

The LGA's *Model Employee Behavioural Standards* are limited in their scope and certainly do not contain a broad approach to Employee behaviour when compared to this Council's *Employee Behavioural Standards Policy*.

The *Model Employee Behavioural Standards* include the following:

- General Behaviour;
- Responsibilities; and
- Relationships with Council.

The *Model Employee Behavioural Standards* also include a very basic procedure in respect to complaints under the Standards.

Essentially the components of the LGA's *Model Employee Behavioural Standards* are already included within this Council's current *Employee Behavioural Standards Policy*.

A copy of the LGA's *Model Employee Behavioural Standards* is contained within **Attachment D**.

OPTIONS

The Council has two (2) options in respect to this matter. The Council can resolve to consider adopting *Model Employee Behavioural Standards*, or resolve not to adopt *Model Employee Behavioural Standards*.

On the basis of the extensive and comprehensive framework that is already in place in accordance with the obligations of the Chief Executive Officer in accordance with the *Local Government Act 1999*, it is recommended that the Council does not adopt *Employee Behavioural Standards* but rather notes and endorses the current framework which includes the *Organisational Values, Employee Behavioural Standards Policy* and the *Service Excellence Framework*.

CONCLUSION

As this is the first time this provision has been in operation following a periodic election, the obligation is only for the Council to consider whether it will adopt *Employee Behavioural Standards*. There is no obligation on the Council to adopt *Employee Behavioural Standards* under the Act.

COMMENTS

Nil.

RECOMMENDATION

That the Council, having considered the provisions of the Section 120A of the *Local Government Act 1999* and the Council's existing framework that is in place and operating that specifies the standards of behaviour of all Council staff, determines not to adopt *Employee Behavioural Standards*.

Attachments – Item 11.3

Attachment A

Employee Behavioural Standards Section 120A of the *Local Government Act 1999*

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

Our Values Behaviour Statements

Individual Behaviour

Organisational Behaviour

Our People

We are passionate, committed, empowered and accountable and we recognise the contribution of others.

Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

Working Together

A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

Leadership

Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

Excellence

We strive for excellence in everything we do and we encourage innovation and quality.

Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

Integrity

We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

Service

We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



Attachment B

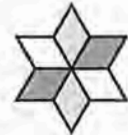
Employee Behavioural Standards Section 120A of the *Local Government Act 1999*

City of Norwood Payneham & St Peters
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City of
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Payneham
& St Peters



City of
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& St Peters

NAME OF POLICY: **Behaviour Standards**

POLICY MANUAL: **Human Resources**

BACKGROUND

This Policy and Procedure sets out the standards of behaviour which all staff, Volunteers and contractors, who are employed or engaged by the City of Norwood, Payneham & St Peters (the Council), are required to demonstrate in the performance of their duties and functions.

Volunteers have the same level of responsibility as the paid workforce (staff) in respect to their behaviour while carrying out their duties and functions for and on behalf of the Council.

Council staff are also required to observe the Code of Conduct for Council Employees prescribed for the purposes of Section 110(1) of the *Local Government Act 1999* (Code of Conduct) and contained in Attachment A to this Policy document.

This Policy and Procedure applies to all Council staff in conjunction with and in addition to the Code of Conduct.

Council staff, Volunteers and contractors are also bound by the following:

- Our Values;
- the applicable Person & Position Description for their role;
- the terms of any contract of employment or engagement;
- the applicable Award or Enterprise Agreement; and
- any other relevant Council Policies and Procedures.

DISCUSSION

Council staff, Volunteers and contractors, must use their best endeavours, at all times, to ensure that they have current knowledge of the documents referred to above and any legal requirements and best practices relevant to their position.

The City of Norwood Payneham & St Peters will provide ongoing training and guidance to Council staff, Volunteers and contractors, regarding the expected behavioural standards which are set out in, and required by this Policy, the Code of Conduct, Our Values and other relevant Council Policies and Procedures.

Failure to comply with the *Code of Conduct for Council Employees*, this Policy and the accompanying, expectations set out in Person & Position Descriptions, or the Councils' Values, may result in investigation being undertaken and disciplinary processes by the Council.

KEY PRINCIPLES

This Policy is based on the following key principles:

1. Council staff, Volunteers and contractors, appointed by the Council, have a commitment to serve the best interests of the citizens of the City of Norwood, Payneham & St Peters;
2. Council staff, Volunteers and contractors, appointed by the Council, will at all times carry out their duties and functions conscientiously, with due care and diligence and to the best of their ability;
3. Council staff, Volunteers and contractors, appointed by the Council, will at all times act honestly in every aspect of their work and be open and transparent when making decisions and providing advice to the Council;
4. Council staff, Volunteers and contractors, appointed by the Council, will at all times carry out their duties and functions and treat others with professionalism, courtesy and respect;
5. Council staff, Volunteers and contractors, appointed by the Council, will at all times carry out their duties and functions in a manner which promotes public confidence and trust in the integrity and impartiality of the Council; and
6. Council staff, Volunteers and contractors, appointed by the Council, will at all times respect and uphold the law and resolutions made by the Council.

POLICY

Conduct required of Council staff, Volunteers and contractors

All Council staff, Volunteers and contractors must comply with the following behaviour standards at all times, in carrying out their duties and functions:

General standards

- act honestly at all times in the performance of official duties, as required by Section 109(1) of the *Local Government Act 1999*;
- act with reasonable care and diligence at all times in the performance of official duties, as required by Section 109(2) of the *Local Government Act 1999*;
- act within the parameters of their position and authority at all times;
- undertake their duties and functions in a professional manner at all times;
- act in a reasonable, just, respectful and non-discriminatory way at all times when dealing with all people;
- comply with the Code of Conduct for Council Employees, any applicable codes of practice, legislation and regulations (as amended from time to time), decisions of the Council, reasonable lawful direction given in connection with the performance of their duties and functions, Our Values and relevant Council Policies and Procedures;

Use of Council resources

- use Council facilities, resources and equipment in a safe, efficient and proper manner, and in accordance with all applicable laws, codes and regulations at all times;
- only use Council facilities, resources and equipment for Council-related and approved purposes (and not for private purposes, unless legally or properly authorised to do so) at all times;

Information

- deal with information which is received in their capacity as a Council staff member, Volunteer or contractor, appointed by the Council, in a responsible manner and in accordance with the Council's privacy and confidentiality requirements, and otherwise in accordance with the law;
- not release or divulge information that the Council or Chief Executive Officer of the Council has ordered be kept confidential, or that the Council staff member, Volunteer or contractor, should reasonably know is information that is confidential, including information that is considered by the Council or the Chief Executive Officer in confidence, subject to the *Ombudsman Act 1972* and the *Independent Commissioner Against Corruption Act 2012* and where disclosure is otherwise required or authorised by law;
- not make improper use of information, including confidential information, acquired by virtue of their position;
- endeavour to provide accurate information (and not provide false or misleading information) to the Council and to the public at all times;

Use of position

- not abuse or make use of their authority or position in order to gain a benefit or advantage for, or avoid a detriment to, themselves or another person;

Presentation

- ensure personal presentation (dress and appearance) is appropriate for the duties and functions required to be undertaken in their respective role;
- wear any corporate and/or personal safety equipment as required by reasonable lawful direction or as otherwise required by law;

Health and Safety

- take reasonable care that their acts and omissions do not adversely affect the health and safety of other persons, as required by the *Work Health and Safety Act 2012*;

Public Comment

- only make public comment on behalf of the Council when specifically authorised to do so; and
- not engage in any public criticism or make disparaging or denigrating comments about the Council, its staff and/or any decisions which are made by the Council;

whether in relation to their duties, other Council staff, Volunteers, contractors, Council Management, Elected Members, the City of Norwood, Payneham & St Peters or any Council matter.

* Note – the Mayor and Chief Executive Officer are the only persons who are authorised to make public statements on behalf of Council. However, in certain circumstances, the Mayor or Chief Executive Officer may authorise another staff member or Elected member to make a media statement.

Unacceptable Behaviour

Council staff, contractors and Volunteers must not engage in *Unacceptable Behaviour* at any time in carrying out their duties and functions.

Unacceptable Behaviour is defined in the Council's *Fair Treatment and Equal Opportunity Policy and Procedure*, the *Grievance Policy and Procedure* and the *Disciplinary and Under-Performance Management Policy and Procedure*.

Unacceptable Behaviour includes, but is not limited to:

- nepotism (ie abuse of position or authority to further personal interests or interests of friends or relatives);
- unreasonable, unfair or unlawful influence (ie abuse of position or authority to cause injury or detriment to another person);
- unapproved external work or holding an unapproved external role that creates a conflict of interest with the Council role/engagement;
- breaching confidentiality; and
- fraud, waste or misuse of the Council's facilities, equipment and resources.

General Guidelines for Appropriate Conduct and Decision Making

Council staff, Volunteers and contractors, appointed by the Council, must follow the guidelines which are set out below, when taking action or making a decision in the course of carrying out their duties and functions (and must maintain reasonable documentation as a corporate record evidencing this):

1. Is the act or decision lawful?

What are the applicable codes of practice, legislation and regulations, policies and procedures, lawful directions given, and Council resolutions (if any) concerning the act or decision?

If unknown, what further training, research, advice or direction is required?

2. Is the act or decision consistent?

Is the act or decision consistent with previous acts or decisions made by Council staff / Volunteers /contractors, Council Policies and Procedures, Our Values, Outcomes and Objectives under the Council's Strategic Management Plan *CityPlan 2030: Shaping out Future*, lawful directions or Council decisions?

3. What is the anticipated outcome?

What is the known or reasonably anticipated outcome or effect on other Council staff, Volunteers, contractors, the Council, Elected Members or citizens (as applicable)?

This could include, but is not limited to, a financial, political, social, reputational, emotional or physical effect.

4. Does the known or anticipated outcome lead to any real or perceived breach or non-compliance?

Consider potential breach of or non-compliance with of any contract in place, codes of practice, relevant legislation and regulation, Policies and Procedure, the Code of Conduct, Council resolutions or lawful directions given.

5. Can the act or decision be justified?

Consider legal compliance, the principal roles and functions of the Council (eg Sections 6, 7 and 8 of the *Local Government Act 1999*), public interest and Council reputation.

General Guidelines in relation to Conflicts of Interest

A Council staff member, Volunteer or contractor, has an *'interest'* in a matter before the Council if they, or a person closely associated with them (as defined by Section 120(6)), of the Local Government Act 1999, would:

- receive, or have a reasonable expectation of receiving, a benefit (whether direct or indirect, pecuniary or non-pecuniary); or
- suffer, or have a reasonable expectation of suffering, a detriment (whether direct or indirect, pecuniary or non-pecuniary);

if they were to act in a particular manner in relation to the matter (including, for instance, if they were to make a particular decision).

Where a Council staff member, Volunteer or contractor has an *'interest'* in a matter before the Council, and they are required or authorised to act in relation to that matter in the course of their official duties, they must (in accordance with Section 120(2) of the *Local Government Act 1999*):

- disclose the interest to the Chief Executive Officer; and
- not act in relation to the matter, unless the Chief Executive Officer otherwise determines.

Where a Council staff member, Volunteer or contractor, is entitled to act in relation to the matter (by determination of the Chief Executive Officer) and is providing advice or making recommendations to the Council or a Council committee on that matter, they must also disclose their interest to the Council or Council committee (as relevant), in accordance with Section 120(4) of the *Local Government Act 1999*.

*Note – separate provisions apply to the Chief Executive Officer under the *Local Government Act 1999*.

The above is not intended to cover all requirements relating to conflict of interest under the *Local Government Act 1999* and Council staff members, Volunteers and contractors, should familiarise themselves with the Act and Section 120 of the Act, in particular.

Register of Interests

Council staff must adhere to the statutory requirements to lodge a primary return and submit an ordinary return in accordance with Sections 113, 114 and 115 of the *Local Government Act 1999* if they have been declared by the Council to be subject to those provisions.

Gifts and Benefits

Code of Conduct – Obligations on Council Staff

Council staff must comply with the *Code of Conduct for Council Employees* (a copy of which is contained in Attachment A) in respect to gifts and benefits.

Pursuant to the *Code of Conduct for Council Employees*, gifts or benefits which are received by a person related to the Council staff member will be treated as a gift or benefit received by the staff member themselves. A person *'related'* to a Council staff member means:

- a member of the Council staff member's family;
- a family company of the Council staff member;
- a trustee of a family trust of the Council staff member.

The *Code of Conduct for Council Employees* requires reporting of gifts or benefits which are received (including hospitality) in certain circumstances and above the monetary value (as determined by the Minister from time to time and published in the Government Gazette). See Attachment A.

It should be noted that the Council may impose a lesser monetary value for reporting of gifts or benefits in this Policy (see below). The threshold of the declaration of gifts and benefits at the City of Norwood, Payneham & St Peters has been set at \$0. This means that all and any gifts and benefits, irrespective of the value, must be declared to the Chief Executive Officer (or Delegate).

A Register of Gifts and Benefits must also be maintained by the Chief Executive Officer (or Delegate).

General Guidelines

Council staff, Volunteers and contractors, appointed by the Council, must not:

- seek gifts or benefits of any kind;
- seek out or accept any gift or benefit that is (or could reasonably be taken to be) intended or likely to:
 - create a sense of obligation on the part of the staff member, Volunteer or contractor to another person; or
 - influence the staff member, Volunteer or contractor in the performance or discharge of their functions or duties; or
- seek out or accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.

Council staff, Volunteers and contractors, must declare and surrender all gifts and benefits of **any value** which they may be offered or receive (including those gifts and benefits which they decline) to the Chief Executive Officer. Gifts and benefits of any value may not be kept by the recipient unless authorised by the Chief Executive Officer or the Manager, Governance & Community Affairs.

Bribes and Improper Inducements

Council staff, Volunteers and contractors must not:

- accept or solicit a bribe or other improper inducement that would or might reasonably be perceived to influence the performance of their Council duties and functions;
- accept or solicit a benefit from any person or organisation where there is a real or perceived risk of compromise or conflict of interest in the performance of their Council duties and functions.

'Benefit', 'bribe' and 'other improper inducement' include, but shall not be limited to, the offer or provision of:

- free or reduced entertainment costs (ie paid tickets), meals or drinks;
- free or reduced travel costs and/or accommodation; or
- free or reduced cost of goods or services of any kind, including vouchers and payment plans.

None of the above prevents Council staff, Volunteers and contractors from accepting reasonable hospitality provided in the context of performing their duties or functions in conjunction with:

- Council functions or events;
- Council work-related events such as training, education sessions, workshops and conferences;
- social functions organised by groups such as community organisations (subject to approval from their General Manager); and
- attendance at local social, cultural or sporting events (subject to approval from their General Manager);

provided Council staff also comply with any required reporting obligations under the Code of Conduct.

Child-safe Environments and Mandatory Reporting

Some Council staff, Volunteers and contractors, appointed by the Council, are 'mandated notifiers' pursuant to the *Children and Young People (Safety) Act 2017* and have a legal obligation to report suspected harm and risk of harm to a child.

Specifically, these Council staff members, volunteers or contractors include those who:

- are engaged in the delivery of health, welfare, education, sporting, recreational, child care or residential services for children by the Council; or
- hold a management position in the Council and are directly responsible for the provision of, or supervision of, such services to children.

The Council also has obligations which provide services to children, to take appropriate steps to establish and maintain a child-safe environment.

A 'child' or 'young person' is anyone under the age of 18 (in South Australia).

Relevant Council staff, Volunteers and contractors must ensure that they comply with the Council's Safe Environment Policy at all times in the performance of their duties and functions.

Criminal Matters

General

Council staff, Volunteers and contractors, appointed by the Council, are required to notify the Manager, Organisational Development, of any criminal charges or convictions made or pending against them (including driving offences and loss of drivers' licence, but excluding expiable offences) at any time during the course of their employment or engagement by the Council. This information will be treated as confidential.

Where criminal proceedings are taken against staff, unrelated to their employment with the Council, and which result in a conviction, this may be considered a breach of this Policy, in addition to a breach of any contract of employment, and disciplinary action (including termination of employment) may be taken by the Council.

Staff, Volunteers and contractors are required to undertake a National Police Check (including criminal history assessment) and/or Department for Communities and Social Inclusion screening (or other similar working with children / child safe officer training as required) at the request of the Council.

Independent Commissioner Against Corruption Act 2012

Acting in their capacity as a Public Officer, a Council staff member or contractor, appointed by the Council, must not engage in conduct (whether within or outside the State) that constitutes '*corruption in public administration*' as defined by Section 5 of the *Independent Commissioner Against Corruption Act 2012*, including:

- an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
 - bribery or corruption of public officers;
 - threats or reprisals against public officers;
 - abuse of public office;
 - demanding or requiring benefit on basis of public office; and
 - offences relating to appointment to public office;

- an offence against the *Public Sector (Honesty and Accountability) Act 1995*, or the *Public Corporations Act 1993*, or an attempt to commit such an offence;
- an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence;
- any other offence, including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*, committed by a public officer while acting in his or her capacity as a public officer, or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer, and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
- any of the following in relation to an offence referred to in a preceding paragraph:
 - aiding, abetting, counselling or procuring the commission of the offence;
 - inducing, whether by threats or promises or otherwise, the commission of the offence;
 - being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence; and
 - conspiring with others to effect the commission of the offence.

It should be noted that the above examples are not a comprehensive list of all possible conduct that may contravene the *Independent Commissioner Against Corruption Act 2012*.

Allegations of conduct breaching the above matters will be investigated in accordance with the legislation governing that conduct and are included in this Policy for the sake of completeness. Alleged breaches of these matters should be reported to the Office for Public Integrity in the first instance.

PROCEDURE

Complaint and Investigation

Non-compliance with this Policy

Any person can report alleged non-compliance by Council staff, Volunteers or contractors with this Policy. The report can take the form of a formal complaint regarding standard of behaviour, a workplace grievance or an external complaint by a citizen.

Following receipt of a formal report, the Council will conduct an internal investigation and determine the appropriate action to be taken in accordance with its disciplinary processes. This may include suspension, dismissal, or other action available at law.

The following Council policies may be relevant in relation to the above:

- the Workplace Grievance Policy and Procedure;
- the External Complaints Policy and Procedure; and
- the Disciplinary and Performance Management Policy and Procedure.

Non-compliance with the Code of Conduct for Council Employees

Any person can report alleged non-compliance by a Council staff member with the Code of Conduct for Council Employees.

Any complaint or report must be given to the Council's Chief Executive Officer, or other delegated person.

Complaints about the Chief Executive Officer alleging non-compliance with the Code of Conduct for Council Employees, must be brought to the attention of the Council's Principal Member (except in circumstances where it would be inappropriate to do so – for example, if the matter to which the complaint relates must be kept confidential under an Act or law).

Any complaint or report about a Council staff member will be investigated and any action which may be taken will be in accordance with the Council's disciplinary processes, as set out in the relevant Policies and Procedures.

MANAGEMENT GUIDELINES

Additional principles and processes for managing matters that arise under this Policy, may be set out in Management Guidelines. General Managers are responsible for seeking advice from the Manager, Organisational Development regarding the operation of any such Guidelines.

Issues concerning the behavioural standards and conduct of staff, Volunteers and contractors, occur in every workplace and handling such issues appropriately and sensitively is important in respect to maintaining a harmonious, efficient and effective work place. The aim of the Management Guidelines is to assist management so that minor issues or problems do not escalate and to ensure that the Council's principles for handling such matters (including procedural fairness, natural justice, confidentiality and timeliness) are followed at all times.

DOCUMENTATION AND EVIDENCE

It is the responsibility of the relevant General Manager (this responsibility cannot be delegated) to properly maintain confidential records when managing unsatisfactory behaviour of Council staff, Volunteers and contractors. This is to be done in consultation with the Manager, Organisational Development. Such records may include:

- summaries or transcripts of meetings, discussions or plans relating to unsatisfactory performance or behaviour, which may be signed by all parties present;
- correspondence relevant to the unsatisfactory performance or behaviour (including emails);
- documentation, representations or other relevant information provided by the Council staff member, Volunteer or contractor subject to the process; and
- any other evidence substantiating allegations of unsatisfactory performance or behaviour which may be lawfully obtained.

The Council is not required to provide the staff member, Volunteer or contractor subject to the process with every document or piece of evidence maintained by the Council. However, the Council must provide sufficient evidence to the relevant staff member, Volunteer or contractor, to enable them to understand the allegations of which they are accused and to prepare and articulate a response to the allegations.

In relation to the access, use or disclosure of sensitive information during the investigation process, the Council will take reasonable steps, where appropriate, to ensure that the person cannot be identified before the Council provides for access, use or disclosure of the information (including, eg, by redaction of their personal information). Specifically, if the Council is of the view that the health safety or well-being of another person may be detrimentally impacted if their identity is known, the Council will keep the identity of any person confidential, during the investigation process as far as the law permits.

Evidence demonstrating unsatisfactory performance or behaviour is to be shared with the relevant Council staff member, Volunteer or contractor, in a timely manner, in order to give them reasonable opportunity to respond and to consult with the Manager, Organisational Development in the course of the process.

REVIEW PROCESS

This Policy is scheduled to be reviewed within 36 months from the adoption date of the Policy.

INFORMATION

The contact officer for further information is the Council's Manager, Organisational Development, telephone 8366 4564 or e-mail nnewton@npsp.s.agov.au.

ADOPTION OF THE POLICY

This Policy was adopted by the Chief Executive Officer on 20 May 2022.

TO BE REVIEWED

30 June 2023


 Mario Barone PSW
 CHIEF EXECUTIVE OFFICER

20.05.2022.
 Date

ATTACHMENT A

CODE OF CONDUCT FOR COUNCIL EMPLOYEES

Prescribed by the Governor for the purposes of section 110(1) of the Local Government Act 1999 (SA).

BACKGROUND

The Governor may, by regulation, prescribe a code of conduct to be observed by the employees of all councils pursuant to section 110(1) of the *Local Government Act 1999 (SA)*.

A new Code of Conduct for Council Employees was prescribed for the purposes of section 110(1) and came into operation on 2 April 2018 (Code of Conduct). The Code of Conduct is contained within Schedule 2A of the *Local Government (General) Regulations 2013* and set out below.

From 2 April 2018, the previous Code of Conduct for Council Employees prescribed by the Minister on 20 February 2014 (as amended) will no longer apply.

The new Code of Conduct deals exclusively with gifts and benefits and complaints. Other matters will now be governed by the principles of employment law, the Council's Policy and Procedures (including the Council's Behaviour Standards Policy and Procedure) and other relevant legislation.

Council staff must observe the Code of Conduct in carrying out their duties and functions as public officials. It is the personal responsibility of Council staff to ensure that they are familiar with, and comply with, the standards and obligations in the Code of Conduct at all times. Contravention of or failure to comply with the Code of Conduct constitutes a ground for suspending, dismissing or taking other disciplinary action against the employee pursuant to section 110(5) of the *Local Government Act 1999*.

The Code of Conduct is in addition to and does not limit the operation of the *Fair Work Act 1994* or lessen any rights or obligations on employees or employers under the *Fair Work Act 1994* or any award, industrial agreement or contract of employment. The Code of Conduct does not affect the jurisdiction of the South Australian Employment Tribunal conferred under the *Fair Work Act 1994*.

CODE OF CONDUCT FOR EMPLOYEES

1—Gifts and benefits

- (1) An employee of a council must not seek out or receive a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on the part of the employee to a person or influence the employee in the performance or discharge of the employee's functions or duties.
- (2) If an employee of a council receives a gift or benefit of an amount greater than the amount determined by the Minister (from time to time), by notice published in the Gazette, the employee must provide details of the gift or benefit to the chief executive officer of the council in accordance with any requirements of the chief executive officer.
- (3) The chief executive officer of a council must maintain a register of gifts and benefits received by employees of the council and must ensure that the details of each gift and benefit provided under this clause are included in the register.
- (4) A register maintained under this clause must be—
 - (a) made available for inspection at the principal office of the council during ordinary office hours without charge; and
 - (b) published on a website determined by the chief executive officer.

- (5) A register maintained under this clause—
- (a) need not include information available in another register published by, or available for inspection at, the council or otherwise available under the Act; and
 - (b) may include information by reference to another register or document, provided the register or document is published by, or available for inspection at, the council and the register maintained under this clause identifies that other register or document.
- (6) For the purposes of this clause, a gift or benefit received by a person related to an employee of a council will be treated as a gift or benefit (as the case requires) received by the employee.
- (7) Unless the contrary intention appears, terms and expressions used in this clause and in Schedule 3 of the Act have the same respective meanings in this clause as they have in that Schedule, provided that a reference in Schedule 3 to a *member* will be taken, for the purposes of this clause, to be a reference to an *employee*.

Note—

The Act requires that certain gifts and benefits must be disclosed by employees and recorded on the Register of Interests relating to employees.

2—Complaints

- (1) A complaint alleging that an employee of a council has contravened or failed to comply with the code set out in this Schedule must be dealt with in accordance with a policy prepared and maintained by the council relating to complaints against employees.
- (2) The policy referred to in subclause (1) must nominate a person or persons to whom complaints are to be given and, in the case of a complaint against the chief executive officer of the council, must provide for the complaint to be given to the principal member of the council, except in circumstances where it would be inappropriate to do so (for example, if the matter to which the complaint relates must be kept confidential under an Act or law).

Note—

- 1. Chapter 13 Part 2 of the Act requires a council to develop and maintain policies, practices and procedures for dealing with (among other things) complaints about the actions of employees of the council.
- 2. The code set out in this Schedule is in addition to and does not—
 - a. limit the operation of the *Fair Work Act 1994*; or
 - b. operate to lessen any rights or obligations on employees or employers under the *Fair Work Act 1994* or any award, industrial agreement or contract of employment; or
 - c. affect the jurisdiction of the South Australian Employment Tribunal conferred under the *Fair Work Act 1994*.

Attachment C

Employee Behavioural Standards Section 120A of the *Local Government Act 1999*

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

Service Behaviours and Capabilities

Our People demonstrate the following service behaviours and use the capabilities to train, develop and focus our skills to ensure we are equipped to provide excellent service

	Behaviours	Capabilities
<p>One Organisation working together</p> <p>We believe that by working together seamlessly we can provide an outstanding service experience</p>	<ul style="list-style-type: none"> • I will collaborate to get better outcomes • I will deliver within a mutually agreed timeframe • I will reflect on how my actions contribute to the whole experience 	<ul style="list-style-type: none"> • Understanding of Systems Thinking and the impact of your actions and decisions • Role clarity and understanding your role and the role of others
<p>Own the Experience</p> <p>We know that service we provide is outstanding because each of us owns the whole experience from initiation to the outcome</p>	<ul style="list-style-type: none"> • I will put myself in the citizens shoes which will guide my actions • I will be courageous to give the citizen the best experience I can • I will follow up and follow through 	<ul style="list-style-type: none"> • Ability to be courageous in addressing customers' needs and trying new solutions • Emotional Intelligence • Ability to follow up the service through the system • Active listening skills
<p>Bring my Best</p> <p>We know that we impact the people we are serving so we choose a positive impact every time</p>	<ul style="list-style-type: none"> • I will be professional and positive at all times • I will ask for feedback and reflect on the service I have provided so i can improve • I will practice self-regulation, self-care and know when to ask for help 	<ul style="list-style-type: none"> • Skilled in giving and receiving constructive feedback • A commitment to stay up to date in technical skills and knowledge • Strategies to maintain personal and professional resilience
<p>Be Adaptable</p> <p>We know who we are serving and adapt our style to deliver what they need</p>	<ul style="list-style-type: none"> • I will ask enough questions to understand what service is needed • I will adjust my approach to suit the situation • I will be proactive, consider alternatives and creative solutions 	<ul style="list-style-type: none"> • Skilled in being agile and adaptable • Ability to look for alternatives for best outcomes
<p>Keep it Simple</p> <p>We remove barriers and blockers that get in the way of outstanding service</p>	<ul style="list-style-type: none"> • I will use language that is easy to understand • I will actively listen and stay focused on the situation at hand • I will offer relevant answers and solutions 	<ul style="list-style-type: none"> • Ability to communicate well and use positive and constructive language



Attachment D

Employee Behavioural Standards Section 120A of the *Local Government Act 1999*

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

Employee Behavioural Standards

These Employee Behavioural Standards have been adopted by **[insert council name]** in accordance with section 120A of the *Local Government Act 1999* (the Local Government Act).

These Employee Behavioural Standards form part of the conduct management framework for council employees under the Local Government Act. They set out minimum standards of behaviour that are expected of all council employees in the performance of their official duties. The Employee Behavioural Standards are mandatory rules, with which council employees must comply.

Adherence to the Employee Behavioural Standards is essential to upholding the principles of good governance in councils.

These Employee Behavioural Standards are in addition to, and do not derogate from, other standards of conduct and behaviour that are expected of council employees under the Local Government Act, or other legislative requirements. Conduct that constitutes, or is likely to constitute, a breach of the integrity provisions contained in the Local Government Act, maladministration, or which is criminal in nature, is dealt with through alternative mechanisms.

Part 1—Principles

Council employees must comply with these Employee Behavioural Standards in carrying out their functions as public officers. It is the personal responsibility of council employees to ensure that they are familiar with, and comply with, the Employee Behavioural Standards at all times.

Council employees have a responsibility to serve the best interests of the people within the community their Council represents and to discharge their duties conscientiously and to the best of their ability.

Council employees will act honestly in every aspect of their work and comply with all relevant legal obligations and resolutions of council.

Part 2—Behaviour standards

Employees of **[insert council name]** must:

1. **General behaviour**

- 1.1 Act honestly in the performance of official duties at all times.
- 1.2 Act with reasonable care and diligence in the performance of official duties.
- 1.3 Discharge duties in a professional manner.
- 1.4 Act in a way that generates community trust and confidence in council.
- 1.5 Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- 1.6 Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

2. Responsibilities as an employee of council

- 2.1 Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- 2.2 Deal with information received in their capacity as a council employee in a responsible manner.
- 2.3 Take all reasonable steps to provide accurate information to the council and to the public at all times.
- 2.4 Take all reasonable steps to ensure that their decisions or actions are based on information which is factually correct and they have obtained and considered all relevant information.
- 2.5 Not make improper use of information, including confidential information, acquired by virtue of their position.
- 2.6 Ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions and/or actions.
- 2.7 Comply with all lawful and reasonable directions given by a person with authority to give such directions.
- 2.8 Only make public comment in relation to their duties where specifically authorised to do so and restrict such comment to factual information and professional advice.
- 2.9 Use council resources effectively and prudently when undertaking council work.
- 2.10 Not use council resources, including the services of council staff, for private purposes, unless legally or properly authorised to do so in accordance with Council policy and payments are made where appropriate.

3. Relationships within Council

- 3.1 Not make any public criticism of a personal nature of fellow council employees or council members.
- 3.2 Take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves or other persons, as required by the *Work Health and Safety Act 2012*.
- 3.3 Report any reasonable suspicion of a breach of these Employee Behavioural Standards to the chief executive officer or nominee.

Part 3—Procedures

4. Complaints

- 4.1 Complaints about an employee's behaviour that is alleged to have breached these behavioural standards are to be brought to the attention of the chief executive officer of the council, or nominee.

DRAFTING NOTE: Consider what additional information should be provided in relation to the lodgement of complaints. This could include reference to an existing policy or procedure that sets out how and where complaints may be lodged.

- 4.2 Complaints about a chief executive officer's behaviour should be brought to the attention of the council's principal member (unless the complaint has been made by the principal member or involves the principal member, and in such case the complaint should be brought to the attention of the deputy principal member or other person appointed by the council).

DRAFTING NOTE: Noting the information relating to delegation and authorisation in the accompanying Guideline, clause 4.2 must have regard to and reflect the arrangements in place relating to behavioural standards for the CEO.

Also consider what additional information should be provided in relation to the lodgement of complaints. This could include reference to an existing policy or procedure that sets out how and where complaints may be lodged.

- 4.3 A complaint may be investigated and resolved according to the disciplinary processes of the council relating to employees.

DRAFTING NOTE: This item may be modified to include details of how complaints will be actioned. This could be addressed by way of reference to a Complaint Handling Procedure, or information on the council website (or available elsewhere) which explains the process.

- 4.4 Nothing in these employee behavioural standards in any way derogates from the rights of an employee or duties of an employer under the *Fair Work Act 1994*, other legislation, an award, an industrial agreement or a contract of employment.

Section 2 – Corporate & Finance
Reports

11.4 MONTHLY FINANCIAL REPORT – APRIL 2023

REPORT AUTHOR: Chief Financial Officer
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4585
FILE REFERENCE: qA101554
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with information regarding its financial performance for the year ended April 2023.

BACKGROUND

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

RELEVANT STRATEGIC DIRECTIONS AND POLICIES

Not Applicable

FINANCIAL AND BUDGET IMPLICATIONS

Financial sustainability is as an ongoing high priority for the Council. The current Council adopted Budget forecasts an Operating Surplus of \$867,032 for the 2022-2023 Financial Year.

For the period ended April 2023, the Council's Operating Surplus is \$1,162,000 against a budgeted Operating Surplus of \$815,000, resulting in a favourable variance of \$348,000.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

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

DISCUSSION

For the period ended April 2023, the Council's Operating Surplus is \$1,162,000 against a budgeted Operating Deficit of \$815,000, resulting in a favourable variance of \$ 348,000.

Investment income continues to be favourable against budget due to current interest rates which are being received from the Local Government Finance Authority for "cash at bank" as this is higher than budgeted when the 2022-2023 budget was adopted. In addition, the quantum of funds being held are higher than expected due to the timing of expenditure on projects.

User Charges are \$90,000 unfavourable to the Adopted Budget. This is largely due to the St Peters Childcare Centre & Preschool showing a \$168,599 deficit in revenue compared to the Adopted Budget. The reduction in income (i.e., fees) is however offset by a reduction in staff and other costs of \$40,874.

Reimbursements are \$198,000 favourable to the Adopted Budget due to Federal funding being received by the Council from the *Boost Apprenticeship Commencement Wage Subsidies Program* (\$120,105). In addition, the Council has received reimbursement of 2021-2022 insurance payments for Income Protection and Workers Compensation Schemes totalling \$81,682.

Employee expenses are \$562,000 (4%) favourable to the Revised Budget. The driving factors of this variance are a result of budgeted staff positions that were vacant at the commencement of the financial year. Some of these positions are now filled and others are currently undergoing recruitment. Where required, activities and functions have been back filled by utilisation of temporary staff, consultants or contractors and as such, there is little or no impact on operations.

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

OPTIONS

Not Applicable.

CONCLUSION

Not Applicable.

COMMENTS

Not Applicable.

RECOMMENDATION

That the April 2023 Monthly Financial Report be received and noted.

Attachments – Item 11.4

Attachment A

Monthly Financial Report April 2023

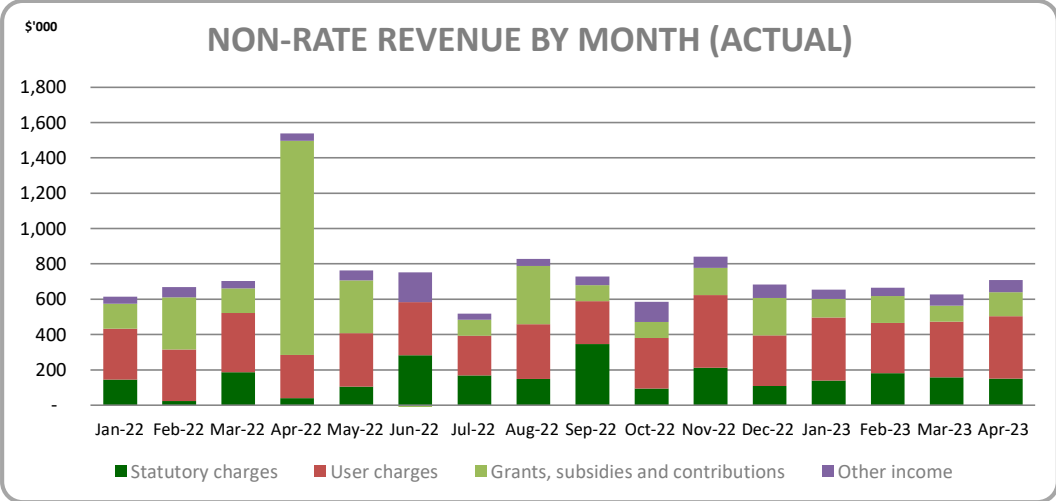
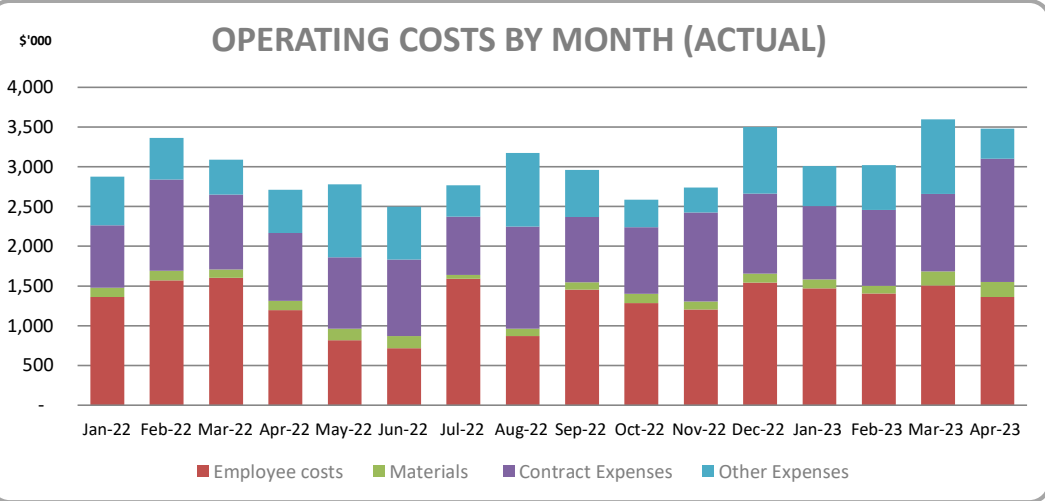


City of
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Payneham
& St Peters

CITY OF NORWOOD PAYNEHAM & ST PETERS

Financial Performance for the period ended 30 April 2023					
LYTD Actual		YTD Actual	YTD Revised Budget	Var	Var %
\$'000		\$'000	\$'000	\$'000	
	Revenue				
31,588	Rates Revenue	33,308	33,267	40	0%
1,557	Statutory Charges	1,709	1,707	3	0%
2,978	User Charges	3,070	3,160	(90)	(3%)
3,338	Grants, Subsidies and Contributions	1,451	1,562	(111)	(7%)
16	Investment Income	169	38	131	346%
512	Other	439	393	47	12%
78	Reimbursements	212	14	198	1,444%
40,067	Total Revenue	40,358	40,140	218	1%
	Expenses				
12,909	Employee Expenses	13,684	14,246	562	4%
8,463	Contracted Services	9,885	9,443	(442)	(5%)
433	Energy	497	376	(120)	(32%)
663	Insurance	738	685	(53)	(8%)
660	Legal expense	318	196	(122)	(62%)
385	Materials	481	485	4	1%
631	Parts, Accessories and Consumables	663	733	70	10%
267	Water	497	558	61	11%
3,579	Sundry	3,703	3,804	100	3%
7,894	Depreciation, Amortisation and Impairment	8,369	8,369	-	-
414	Finance Costs	360	429	69	16%
105	Net Loss - Joint Ventures & Associates	-	-	-	-
36,402	Total Expenses	39,196	39,325	129	0%
3,665	Operating Surplus/(Deficit)	1,162	815	348	43%

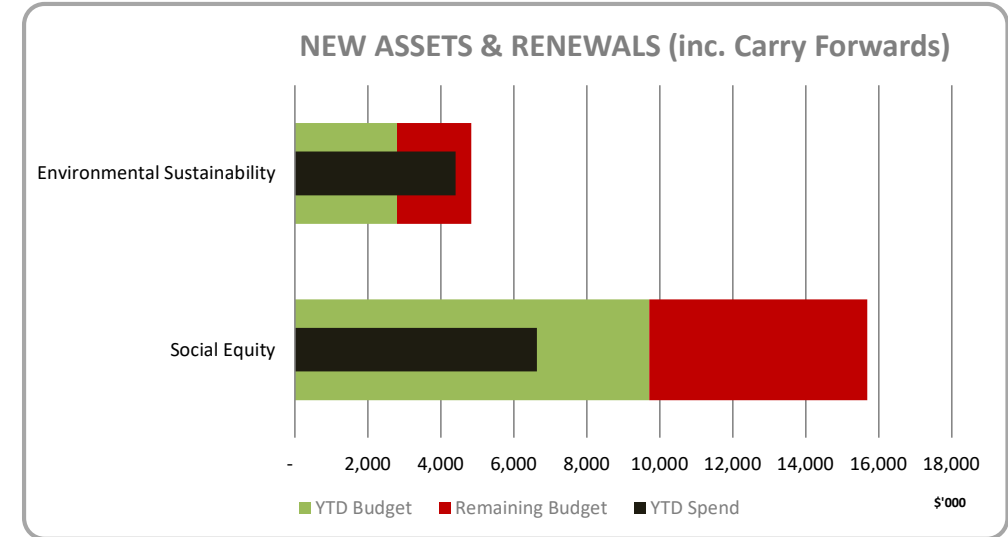
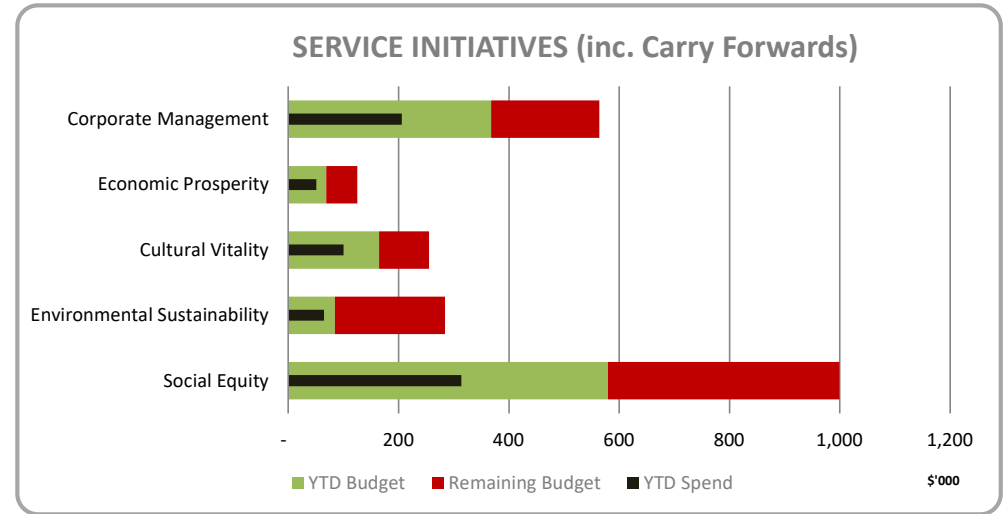
Summary of Net Cost of Divisions for the period				
Division	YTD Actual	YTD Revised Budget	Var	Var %
	\$'000	\$'000	\$'000	
Chief Executive Office	(3,383)	(3,504)	120	3%
Corporate Services	(12,498)	(12,703)	205	2%
Governance and Community Affairs	(1,778)	(1,897)	120	6%
Urban Planning and Environment	(1,841)	(2,304)	463	20%
Urban Services	(12,644)	(12,045)	(600)	-5%
Operating Surplus/(Deficit) (before Rate Revenue)	(32,145)	(32,453)	308	1%
Rate Revenue	33,308	33,267	40	0%
Operating Surplus/(Deficit)	1,162	815	348	43%



CITY OF NORWOOD PAYNEHAM & ST PETERS

Project Summary for period ended 30 April 2023

	YTD Actual	YTD Revised Budget	Remaining Budget
	\$'000	\$'000	\$'000
Operating Projects			
Income			
Corporate Management	-	15	15
Economic Prosperity	-	-	-
Cultural Vitality	-	-	-
Environmental Sustainability	-	60	60
Social Equity	44	115	433
Total Income	44	190	508
Expenses			
Corporate Management	206	402	196
Economic Prosperity	51	107	56
Cultural Vitality	100	191	91
Environmental Sustainability	65	264	199
Social Equity	313	733	420
Total Expenses	735	1,697	962
Net Cost of Operating Projects	(691)	(1,507)	(454)
Capital Projects			
Income			
Corporate Management	-	-	-
Economic Prosperity	-	-	-
Cultural Vitality	-	-	-
Environmental Sustainability	80	200	5,106
Social Equity	14	98	2,050
Total Income	94	298	7,156
Expenses			
Corporate Management	58	167	181
Economic Prosperity	1,215	1,840	925
Cultural Vitality	137	-	78
Environmental Sustainability	4,403	2,800	2,038
Social Equity	6,633	9,711	5,971
Total Expenses	12,445	14,518	9,193
Net Cost of Capital Projects	(12,352)	(14,220)	(2,036)

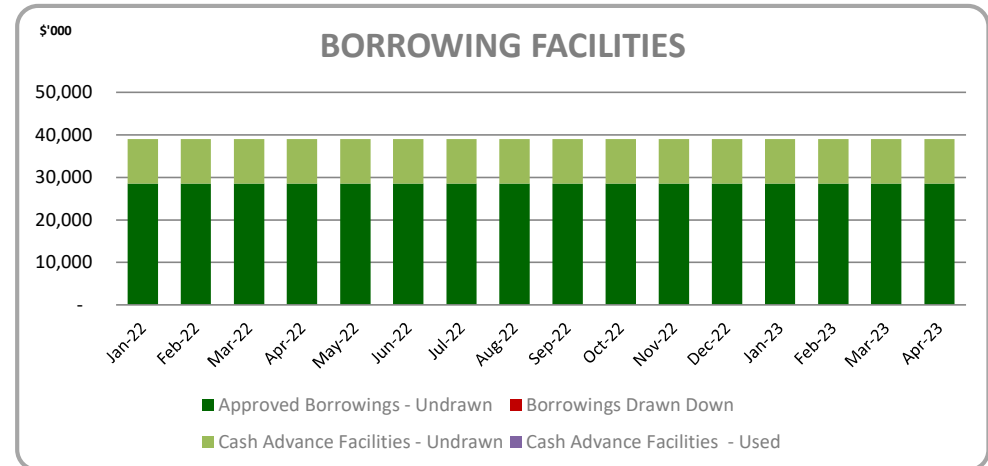
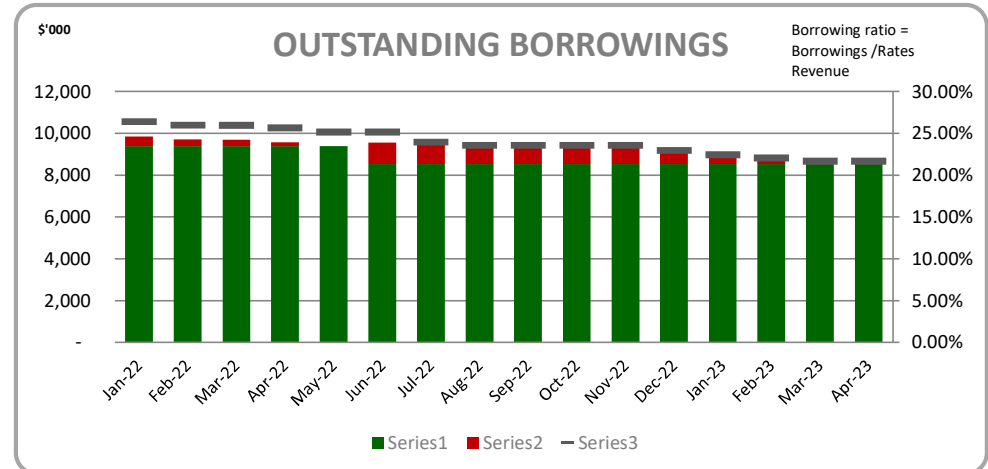
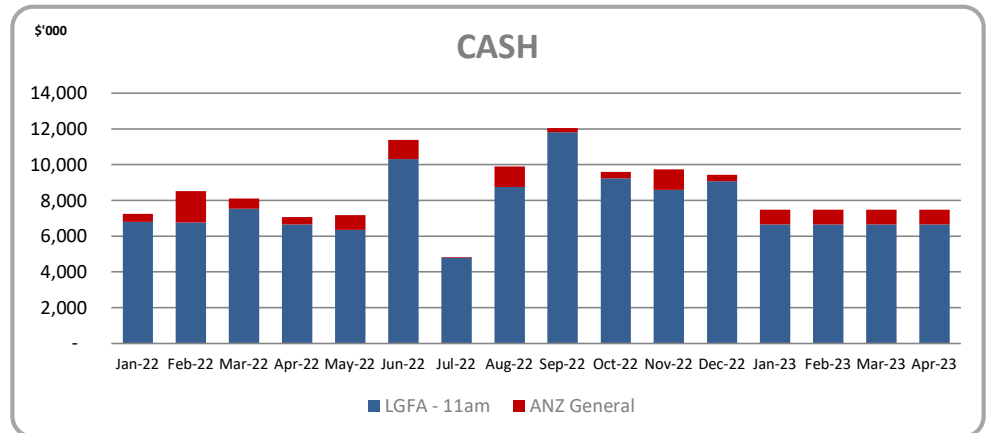


CITY OF NORWOOD PAYNEHAM & ST PETERS

Statement of Financial position as at 30 April 2023

	Apr-23	Mar-23	Movement	June 2022
	Actual	Actual		
	\$'000	\$'000	\$'000	\$'000
ASSETS				
Current Assets				
Bank and Cash	2,996	6,795	(3,799)	11,393
Accounts receivables	10,735	11,352	(617)	3,255
Less : Provision for Bad Debts	(580)	(580)	-	(580)
Total Current Assets	13,151	17,567	(4,416)	14,068
Non-current Assets				
Financial Assets	113	113	-	113
Investments in Joint Ventures	2,009	2,009	-	1,931
Infrastructure, Property, Plant and Equipment	550,911	550,475	436	548,034
Total Non-current Assets	553,033	552,597	436	550,078
Total Assets	566,185	570,164	(3,980)	564,146
LIABILITIES				
Current Liabilities				
Trade and Other Payables	15,728	19,719	(3,991)	13,031
Borrowings	231	229	2	1,021
Provisions	2,136	2,686	(550)	3,004
Total Current Liabilities	18,095	22,634	(4,539)	17,055
Non-current Liabilities				
Borrowings	8,527	8,527	-	8,527
Provisions	1,280	1,280	-	1,280
Investments in Joint Ventures	742	742	-	904
Total Non-current Liabilities	10,549	10,549	-	10,712
Total Liabilities	28,644	33,183	(4,538)	27,767
NET ASSETS	537,541	536,981	558	536,379
EQUITY				
Accumulated Surplus	63,871	63,311	560	62,709
Asset Revaluation Reserves	473,670	473,670	-	473,670
TOTAL EQUITY	537,541	536,981	560	536,379

Key areas to highlight YTD :



11.5 ERA WATER DRAFT 2023-2024 BUDGET

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA87866
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present to the Council, the ERA Water Draft 2023-2024 Budget for endorsement.

BACKGROUND

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

Pursuant to Clause 5.1.1 of the ERA Water Charter (the Charter), prior to 31 March of each year, ERA Water must prepare and submit the ERA Water Draft Budget to the Constituent Councils for approval.

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

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

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

The Draft 2023-2024 Budget is forecasting an Operating Deficit of \$822,791. This Council's share of the Operating Deficit, which will be required to be included in the Council's 2023-2024 Budget is \$274,264.

The Draft Budget includes water sales to this Council of \$223,821, which is based on water consumption of 76.7ML. The Council's Draft 2023-2024 Budget includes \$380,000, which includes water sourced from SA Water and ERA Water for the purposes of irrigating the City's reserves, parks, median streetscapes and sporting grounds, the water security charge of \$95,000 and a capital contribution of \$800,000.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**
Cr Grant Piggott is a member of the ERA Water Board.
An Information Briefing was held with Elected Members on 10 May 2023, regarding ERA Water and its Draft 2023-2024 Budget.
- **Community**
Not Applicable.
- **Staff**
Nil
- **Other Agencies**
Not Applicable.

DISCUSSION

The three (3) Constituent Councils have agreed to water supply arrangements based on a total of 204.7ML. This Council has agreed to a total of 76.7ML for 2023-2024, which is in line with the 2022-2023 arrangements.

The draft Budget does however propose a change to the pricing policy from 100% of the SA Water price for users to 90% of the SA Water price.

The other water sales which are sold to third parties and Constituent Councils, in excess of the take or pay allocation (that is whether Council uses its full allocation of water, it will still be required to pay for the set allocation), are assumed to also be sold at 90% of the SA Water price, with the income forecast at \$169,887.

Based on the historical injection performance, the Draft 2023-2024 Budget assumes that 300ML of new water will be collected and injected during 2023-2024.

Operating costs are forecast to be \$717,475 which includes Employee Expenses of \$104,975, Fixed Operating costs of \$129,000 and other variable operating costs of \$483,500 to operate and maintain the Scheme. The Scheme's operational costs include mechanical and electrical operations and maintenance support provided by an external contractor, licence fees, water testing, utilities costs and administration costs such as insurances, audit fees and general administrative costs.

The ERA Water Draft 2023-2024 Budget includes Capital Expenditure of \$169,000, consisting of \$60,000 for new connections, \$54,000 for new tank infrastructure within the City of Burnside and \$50,000 to commence planning and design work on new network connections.

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

OPTIONS

The Council can choose not to endorse the Draft 2023-2024 Budget, however, there are no specific issues or activities which present a financial or risk management issue for the Council to take this course of action.

CONCLUSION

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

COMMENTS

Nil

RECOMMENDATION

The Council advises ERA Water that pursuant to Clause 5.1.1 of the ERA Water Charter, the Council has considered and hereby approves the Draft 2023-2024 Budget, as contained in **Attachment A**.

Attachments – Item 11.5

Attachment A

ERA Water Draft 2023-2024 Budget

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

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



City of
**Norwood
Payneham
& St Peters**

28 March 2023

Mr Mario Barone
Chief Executive Officer
City of Norwood Payneham St Peters,
175 The Parade,
Norwood SA, 5067

Via email: mbarone@npsp.sa.gov.au

Dear Mr Barone

Re: ERA Water Draft Budget 2023-2024

At its meeting on 23 March 2023, the ERA Water Board approved the attached draft budget for submission to Constituent Councils for approval in accordance with Part 5.1 of the ERA Water Charter.

The draft Budget incorporates the following key elements:

- A proposed change to pricing policy to 90% of the relevant SA Water rate for all users, including for the Take or Pay component of Constituent Councils' use. Previously, the pricing policy required Constituent Councils to pay 100% of the relevant SA Water rate. Please note that the rate will be determined once SA Water releases its rates for next financial year.
- Finance costs increase significantly from \$358k in the current year to \$623k next year, due to a combination of broader interest rate rises and the ending of two fixed-interest term Cash Advance Debentures (CADs) during the financial year.
- Capital expenditure is focused on connections to two Department of Education high schools (Marryatville and Norwood International), tank storage within Burnside to improve the supply capacity and reliability for the Burnside section of the network and provision for planning and design work for projects included in ensuing financial years in the LTFFP.
- An equity commitment from the Constituent Councils of \$800,000 each, with Town of Walkerville's commitment proposed to be received in four equal instalments of \$200,000 over four years.
- Continuation of the \$250,000 (total) Water Security Charge for Constituent Councils introduced in the current financial year, apportioned consistent with Take or Pay volume allocations.

At its meeting, the Board also considered the draft ERA Water Long Term Financial Plan (LTFP). From this discussion, the LTFP will be finalised and forwarded to Constituent Councils in the near future. The LTFP will provide further context to the draft budget.

Some key assumptions relating to the draft budget are as follows:

- CPI is projected to be 8.6%
- Water pricing, linked to the SA Water price, increased by a projected 7% (to be confirmed by SA Water)
- As in previous years, the Take or Pay allocation for each Council is paid in full in the first month of the financial year. In addition, the Water Security Charge is paid in the first month of the financial year as occurred in the 2022-23 financial year.
- Water demand is based only on current connected demand and takes a conservative approach to expected income from new connections in 2023-24, with income from any of these new connections to be anticipated from 2024-25.

The ERA Water Charter requires adoption of the Budget by the Board by 30 June, subject to the budget being approved by the Constituent Councils. The Board will continue to seek opportunities to provide briefings to, and obtain feedback from, Constituent Councils on the draft budget during April/May. This process will include information relating to the draft Long Term Financial Plan.

At your earliest convenience, please provide me with possible dates and times as options for these briefings.

Please contact me should you wish to clarify or discuss any element of the draft budget ahead of your Council's consideration of the draft budget.

Yours sincerely



Andrew Aitken
General Manager ERA Water

Ph. 0414 363 140

Encl: ERA Water Draft Budget 2023-2024.



FY2024 Draft Budget for distribution to Constituent Councils

1. INTRODUCTION

This budget had been prepared to meet the specific requirements of the ERA Water Charter which requires ERA Water to prepare and submit a draft budget to the Constituent Councils for the ensuing financial year by no later than 31 March.

The budget must be adopted by 30 June of each year by unanimous approval of the Constituent Councils.

This document sets out the range of assumptions that have informed the budget with the resulting budgeted financial statements shown in Attachment A.

2. WATER SUPPLY AND DEMAND ASSUMPTIONS

2.1 Water Supply

With five of the six injection bores connected, the maximum injection capacity of the Scheme is approximately 66l/s compared to a design capacity of 80l/s. During the injection season, actual injection rates can be constrained by:

- pressure in the aquifer during periods of high injection;
- the condition of the glass UV tubes within the UV unit which can become stained and slow the rates at which water must flow through the UV unit to ensure water is treated to an appropriate standard prior to injection into the aquifer; and
- performance of the wetlands and biofilters.

The amount of water that can be captured during a season is dependent on:

- the injection capacity and the above noted constraints;
- the number of flow days, i.e. the amount of water flowing down the creeks and over the ERA Water collection inlets; and
- the average number of hours per day of operation during flow days
- flow intensity and water turbidity

The budget assumes that 300ML of new water will be captured and injected during FY2024. This amount has been determined based on historical injection performance noting that 274ML was injected during FY2022 and a forecast 300ML is expected to be injected by the end of FY2023.

Based on changes to the regulatory framework and ERA Water’s injection performance since commissioning, ERA Water has established a water balance credit expected to be 825ML by the start of the 2024 financial year, based upon the water balance available at the start of the FY23 extraction season, and the level of projected water use in FY23. This represents the “bank” of additional water than can be supplied over the amount injected in any given year based on the current licensing framework.

There will be sufficient water available to meet connected demand during the 2023/24 extraction season.

2.2 Water Demand

Constituent Councils have entered into ‘take or pay’ water supply arrangements with ERA Water based on the following volumes.

City of Burnside	100 ML
City of Norwood Payneham & St Peters	76.7 ML
Town of Walkerville	28 ML
Total volume sold to ERA Water Councils	204.7 ML

There is no change to the water volume take or pay arrangements from the previous year.

ERA Water has also connected three external customers to the network with a total anticipated demand of 38ML per annum and is budgeting for the City of Burnside to take approximately 10ML more than its committed take or pay volumes.

ERA Water are assuming that new connections to Marryatville High and Norwood International will be established during FY2024 with water sales commencing in February 2024.

Total connected demand for FY2024 is assumed in the budget at 269ML.

2.3 Climatic conditions

Based on the latest weather outlook dated 23 February 2023 from the Bureau of Meteorology, there is a 39% chance of above median rainfall between April and June, a 7% chance of it being unusually wet and a 54% chance of it being unusually dry.

We have interpreted this information to mean that there is an expectation of below average rainfall for the start of the 2023 injection season. Whilst this is a negative outlook from an injection perspective, actual rainfall and the length of rainfall events (e.g. intense short duration events vs longer steady rainfall events) will impact harvesting yields. We also note that there is significant water banked and there is minimal risk that existing connected customers will not be able to be serviced in the 2023/24 extraction season.

3. INCOME

3.1 Water pricing

ERA Water is recommending a change to its pricing policy for the FY2024 season.

The budget assumes that all water including the 'take or pay' component of water sold to Constituent Councils will be sold at 90% of the SA Water price (previously the take or pay component was priced at 100% and water exceeding the take or pay allocation was priced at 85%). The SA Water price in the budget is assumed to increase by 7.0% at 30 June 2023 (which is an amount slightly less than the latest available CPI figure for South Australia). The actual water price charged will be adjusted to reflect the announced FY2024 SA Water price which is usually available on 1 July of each year.

The budget assumes that existing external customers are charged in accordance with their existing contractual arrangements.

The revised pricing assumes that new external customers connected to the ERAW network will be priced at 90% of the SA Water price. The ERA Water Pricing Policy will be revised subject to the outcomes of the current draft budget.

3.2 Water Supply Charge

A supply charge of \$302 per Constituent Council connection per annum has been included in the budget which is based on the current SA Water connection charge inflated by 7.0%. The actual supply charge will be adjusted to reflect the announced FY2024 SA Water supply charge which is usually available on 1 July of each year.

3.3 Grants and Investments

ERA Water has forecast a \$10,000 annual distribution from the two member schemes (Asset Mutual Fund and the Local Government Financial Authority) which is a conservative assumption based on prior year distributions.

3.4 Water Allocation Plan – Trading Revenue

The introduction of the Adelaide Plains Water Allocation Plan has opened an opportunity for ERA Water to derive additional revenue from trading water entitlements under the Plan.

At this stage no revenue has been assumed to be received in the FY2024 budget in relation to trading water entitlements, however ERA Water will actively pursue and consider opportunities, where beneficial, to trade water entitlements during FY2024.

3.5 Operating Income

The forecast income from water sales is shown below in Table 1.

TABLE 1: INCOME FROM WATER SALES

Constituent Council	Revenue
City of Norwood, Payneham & St Peters (Take or Pay)	\$213,821
Town of Walkerville (Take or Pay)	\$78,088
City of Burnside (Take or Pay)	\$278,885
Constituent Council Supply charge	\$15,123
Other water sales	\$169,887
Water Allocation Plan Trading Revenue	\$nil
Total Operating Income	\$755,804

3.6 Water Security Charge

A water security charge of \$250,000 (FY2023 - \$250,000) is proposed to be charged to the three Constituent Councils, split according to each council's estimated water usage based on the take or pay requirements.

3.7 Other reimbursements

The budget assumes that connection costs incurred in relation to the proposed connections to Marryatville High School and Norwood International High School are reimbursed in FY2024 totalling \$56,000. These reimbursements are offset by an assumed equal and opposite capital cost for ERA Water.

4. EXPENSES

4.1 Employee Costs

Table 2: Employee Costs

ITEM	AMOUNT	KEY ASSUMPTIONS
General Manager	\$104,975	Cost for the position of General Manager on a part time basis.
Admin and Board Secretarial Support	\$nil	Assumes no paid support for the GM.
Total Employee Costs	\$104,975	

4.2 Materials, Contract & Other Expenses

Table 3: Fixed operating Expenses

ITEM	AMOUNT	KEY ASSUMPTIONS
Audit and Accounting	\$8,500	For external auditing and other accounting work.
Governance	\$17,000	Chairman plus provision for two independent audit committee members.
Bank Charges	\$500	Provision for bank charges.
ICT	\$500	Provision for miscellaneous IT and software costs.
Insurances	\$47,000	Based on a slight increase from FY2023.
Office Expenses	\$500	Provision
Premises	\$0	NPSP providing premises to ERA Water for \$nil rent.
Professional Services	\$50,000	Provision for financial, strategic and legal services support.
Staff Amenities and Development	\$2,500	Provision
General Expenses	\$2,500	Provision
Total Fixed Operating Expenses	\$129,000	

TABLE 4: Operating Expenses

ITEM	AMOUNT	KEY ASSUMPTIONS
Engineering and support services	\$25,000	Technical support to the GM and Principal Operator
Principal Operator Contract	\$172,500	Assumes CPI increase from current contracted amount.
Scheme maintenance and landscaping	\$75,000	Significant increase (circa \$50k increase) from prior year as a result of known maintenance issues that need to be addressed in FY2024 including maintenance of biofilters and wetlands.
General maintenance	\$25,000	Provision for unexpected maintenance issues.
Electricity	\$150,000	\$40k increase from prior year as a result of increasing electricity prices.
Licensing and testing	\$16,000	\$4,000 provision for EPA Licence and \$12,000 for development of MARART and other licensing and testing requirements.
Telecoms & SCADA	\$20,000	Assumption based on FY2022 Telstra charges.
Total Operating Expenses	\$483,500	

4.3 Depreciation and Amortisation

Depreciation for FY2024 has been calculated at \$559,021 (FY2023 \$480,680) with reference to the useful life estimates by asset class shown in Table 5.

TABLE 5: Asset Useful Lives

Asset Class	Sub Asset Class	Years	Depn Rate	
Civil Assets	CA - Biofilters and Wetlands	50	2.0%	
	CA - Bores (excluding pumps)	70	1.4%	
	CA - Buildings (including foundations)	50	2.0%	
	CA - Earthworks	70	1.4%	
	CA - Fencing	30	3.3%	
	CA - Landscaping and Plantings	10	10.0%	
	CA - Pipelines and Pipework	70	1.4%	
	CA - Roadways and Paving	50	2.0%	
	CA - Stormwater Structures	50	2.0%	
	CA - Tanks / Chambers / Manholes	50	2.0%	
	Electrical Assets	EA - Electrical conduits / cables / pits	70	1.4%
		EA - Switchboards and Transformers	25	4.0%
Instrumentation and Control Assets	IA - Flow Meters and Water meters	15	6.7%	
	IA - Online instrumentation	15	6.7%	
	IA - SCADA System and PLC's	15	6.7%	
	IA - Security and fire detection equipment	15	6.7%	
	IA - Telemetry equipment	15	6.7%	
ICT Assets	IT - Computer Hardware	5	20.0%	
	IT - Computer Software	5	20.0%	
Mechanical Assets	MA - Pumps and pump sets	20	5.0%	
	MA - Valves	20	5.0%	
Sunk Costs	SC - Sunk Costs	70	1.4%	
Specialised Water Treatment Equipment	WT - UV disinfection systems	20	5.0%	

This increase in depreciation is based on an assumed revaluation of the assets to occur at the start of FY2024.

4.4 Finance Costs

Interest expense is forecast to be \$622,915 (FY2023 - \$358,342). This is calculated using the following assumptions:

- \$5.0 million fixed rate facility at 2.90% per annum (maturing July 2024);
- \$5.0 million fixed rate facility at 1.66% per annum (maturing August 2023);
- Remaining debt facilities at an assumed CAD rate of 5.83% (the current CAD rate as at 14 March 2023 is 5.55%); the selected assumption provides some scope for interest rate increases during the financial year.

5. CASH AND CAPITAL

5.5 Capital Expenditure

Capital expenditure of \$169,000 has been assumed for FY2023, consisting of:

- \$60k for new connections (noting that it assumed that this cost is reimbursed by the Department of Education)
- \$54k for the provision of new tank infrastructure in the Burnside section of the network to ease current supply constraints.
- \$50k to commence planning and design work on network extensions.

ERA Water has undertaken a comparative assessment of a number of expansion options to determine the most efficient use of capital to progress our strategic objectives of both increasing scheme demand and supply over short to medium term. The assessment has also considered the impacts and opportunities created by the Water Allocation Plan and how this might influence our future requirements for network expansion.

5.6 Recapitalisation

The budget assumes that the Constituent Councils will support ERA Water with the following equity commitments.

- City of Burnside - \$800,000
- City of Norwood, Payneham and St Peters - \$800,000
- Town of Walkerville - \$800,000¹

The recapitalisation proposal will be explained in greater detail in budget and Long Term Financial Plan workshops/presentations with Constituent Councils.

5.7 Cash

Net cash from operating activities is forecast to be \$(0.263 million), which includes ERA Water receiving a \$0.250 million water security charge.

Net cash from investing activities is forecast to be (\$0.169 million) on account of budgeted capital expenditure.

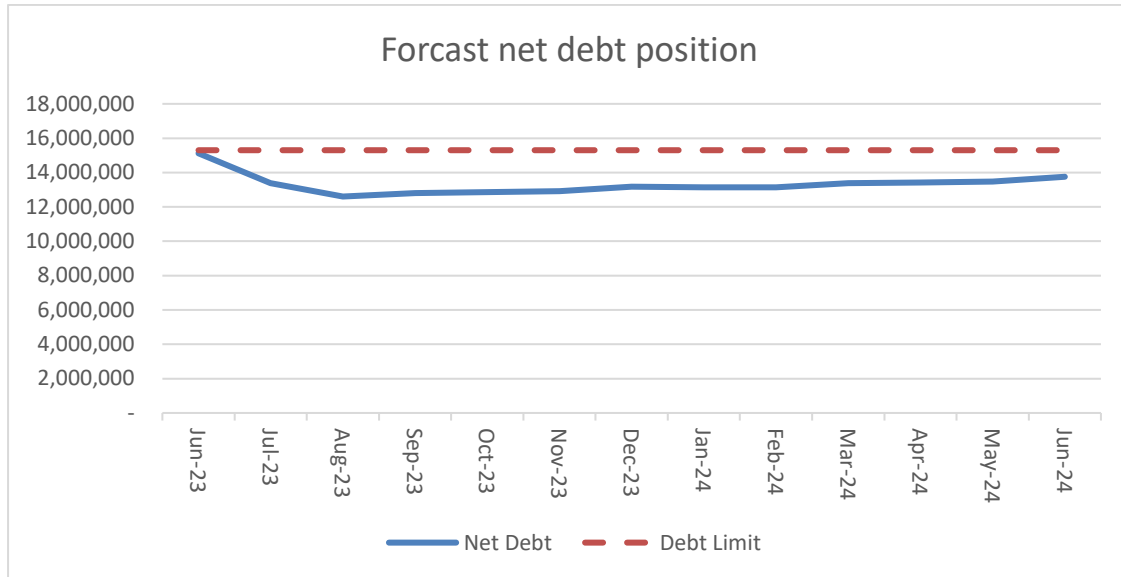
Net cash from financial activities is forecast to be \$0.436 million which includes a \$1.800 million equity contribution and the forecast repayment of \$1.364 million of CAD facilities.

The forecast closing debt level is \$13.9 million which is \$1.40 million below the existing debt cap of \$15.300 million.

¹ Note that the ERA Water Long Term Financial Plan assumes that Town of Walkerville will pay their equity contribution in four instalments over the next four financial years of \$200,000 per year.

Chart 1 shows the forecast closing net debt position. Towards the end of the financial year, ERA Water will approach its debt limit and will need to manage cashflow (including potentially deferring capital projects) unless additional funding can be secured.

Chart 1: Forecast closing net debt position



5.8 Equity

Contributed equity is assumed to increase by \$1.80 million on account of the recapitalisation proposal.

Historical accumulated surpluses have been derived from the grant funding received from the Federal Government to fund the construction of the scheme. Net Surplus / Deficit represents the movement in the Operating Statement for the budget year.

ATTACHMENT A: Financial Statements

Statement of Comprehensive Income

\$	Jun-23 Fcst Yr 2	Jun-24 Budget Yr 3
Income		
User Charges		
Water Sales ERA Councils	602,624	585,917
Water Sales ERA Councils - Annual True-Up	-	-
Net Water Sales ERA Councils	602,624	585,917
Water Sales Other Customers	117,327	169,887
Water Allocation Plan Trading Revenue	-	-
Water Security Charge	250,000	250,000
Grants, Subsidies and Contributions	-	60,816
Investment Income	78,000	10,000
Total Income	1,047,951	1,076,620
Expenses		
Employee Costs	103,544	104,975
Materials, Contracts & Other Expenses	751,431	612,500
Depreciation & Amortisation	480,680	559,021
Finance Costs	437,342	622,915
Total Expenses	1,772,997	1,899,411
Operating Surplus / (Deficit)	(725,046)	(822,791)
Amounts Received Specifically for New or Upgraded Assets	-	-
Net Surplus / (Deficit)	(725,046)	(822,791)
Other Comprehensive Income		
Amounts which will not be reclassified to operating result	-	-
Total Comprehensive Income	(725,046)	(822,791)
Operating Surplus Deficit (excluding depreciation and interest)	192,976	359,145
Operating Surplus Deficit (excluding depreciation)	(244,366)	(263,770)

Balance Sheet

\$	Jun-23 Fcst	Jun-24 Budget
Assets		
Current Assets		
Cash & cash equivalents	150,916	153,730
Trade & Other Receivables	67,876	67,876
Total Current Assets	218,792	221,606
Non-current Assets		
Financial assets	-	-
Infrastructure, property, plant & equipment	20,010,964	24,755,485
Total Non-current Assets	20,010,964	24,755,485
Total Assets	20,229,756	24,977,091
Liabilities		
Current Liabilities		
Trade & Other Payables	173,918	173,918
Provisions	577	577
Borrowings	-	-
Total Current Liabilities	174,495	174,495
Non-current Liabilities		
Trade & Other Payables	-	-
Borrowings	15,270,502	13,906,502
Total Non-current Liabilities	15,270,502	13,906,502
Total Liabilities	15,444,997	14,080,997
NET ASSETS	4,784,759	10,896,094
Equity		
Accumulated Surplus	4,184,759	3,361,968
Capital Contributions	600,000	2,400,000
Asset Revaluation Reserves	-	5,134,127
TOTAL EQUITY	4,784,759	10,896,094

Statement of Cash Flows

\$	Jun-23 Fcst	Jun-24 Budget
Cash Flows from Operating Activities		
Receipts		
Water Sales ERA Councils	602,624	585,917
Water Sales ERA Councils - Annual True-Up	-	-
Net Water Sales ERA Councils	602,624	585,917
Water Sales Other Customers	117,327	169,887
Water Allocation Plan Revenue	-	-
Other receipts	78,000	60,816
Water Security Charge	250,000	250,000
Investment Income	-	10,000
Payments		
Employee costs	(251,475)	(104,975)
Materials, contracts & other expenses		
Fixed Operating Costs	(603,500)	(129,000)
Operational Costs	-	(483,500)
Finance Payments	(437,342)	(622,915)
Net cash provided by (or used in) Operating Activities	(244,366)	(263,770)
Cash Flows from Investing Activities		
Receipts		
Amounts Received Specifically for New Assets	-	-
Payments		
Expenditure on new/upgraded Assets	(350,000)	(169,416)
Net cash provided by (or used in) Investing Activities	(350,000)	(169,416)
Cash Flows from Financing Activities		
Receipts		
Proceeds from Borrowings	-	-
Capital Contributions	600,000	1,800,000
Payments		
Repayment of borrowings	(30,000)	(1,364,000)
Net cash provided by (or used in) Financing Activities	570,000	436,000
Net Increase (Decrease) in cash held	(24,366)	2,814
Cash and cash equivalents at beginning of period	175,282	150,916
Cash and cash equivalents at end of period	150,916	153,730

11.6 2023-2024 REGIONAL LANDSCAPE LEVY

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA83551
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to advise the Council of the Regional Landscape Levy that is proposed to be levied by the State Government in the 2023-2024 financial year.

BACKGROUND

By way of background, in July 2020, eight (8) regional Landscape Boards and a metropolitan Green Adelaide Board, were established under the *Landscape South Australia Act 2019* (the Act). The purpose of each Board is to administer the Act and support all sectors of the community and all levels of government, by providing strategic leadership for the management, from a landscape perspective, of the various regions. The respective Landscape Boards are responsible for facilitating the management of landscapes in partnership with key partners and stakeholders.

The *Green Adelaide Board* (the Board), is responsible for integrating the management of water resources and wetlands, the metropolitan coastline, nature education within the city, creating habitat for biodiversity, and the greening of streets, parklands and buildings.

Local Government contributes to the respective landscape regions, through the collection, on behalf of the State Government, of the Regional Landscape Levy (formally known as the NRM Levy), from property owners through the declaration of a Separate Rate. The Levy that is collected is used to fund the implementation of the respective landscape Board's Business Plan. In respect to the City of Norwood Payneham & St Peters, the Levy will fund the delivery of the Business Plan developed by the Metropolitan Landscape Board, Green Adelaide.

The Board advises Councils of the Levy each year, a copy of the letter which has been received from the Green Adelaide Board is contained in **Attachment A**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

The Council has been advised by the Board that the Council will be required to collect \$1.523 million in 2023-2024 (compared to \$1.383 million in 2022-2023 – which reflected a 0.2% decrease on the amount that was collected in 2021-2022), on behalf of Green Adelaide for the payment of the State Government Regional Landscape Levy.

In this respect, Local Government acts as the revenue collector for the Board and the eight (8) Regional Landscape Boards and as such, the Council does not retain this revenue.

The total amount of Levy proposed to be raised by the Board for the 2023-2024 financial year, is \$32.132 million, compared to \$29.642 million which was collected in 2022-2023.

The distribution of the Levy to be collected across the respective Local Government areas is based on the Capital Value of properties.

EXTERNAL ECONOMIC IMPLICATIONS

Nil

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

Nil

CONSULTATION

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

DISCUSSION

For the 2023-2024 Financial year, the Board has identified that it requires a contribution of \$32,132,452.00 (2022-2023: \$29.642 million) from property owners within the Constituent Councils of the Green Adelaide Region, in order to deliver the projects and programs which are outlined in the Board's Annual Business Plan.

There are no proposed changes to the basis of determining the Regional Landscape Levy in 2023-2024, with the basis being the Capital Value of rateable land. This basis has been previously supported by this Council and is considered to be fair and equitable, in so far as a basis for distributing the amount which is paid by each property owner.

Pursuant to the Act, increases in the Landscape Levy are capped at CPI (Adelaide September Quarter), unless the Minister approves a higher increase, which the Minister has advised will only be under exceptional circumstances. For 2023-2024, the increase in the total Levy collected will be capped at CPI of 8.4%.

Councils may also collect a fee from the Regional Landscape Boards for the administrative cost of collecting the Regional Landscape Levy. For 2023-2024, the fee has been calculated using a fixed fee of \$2,836 (excluding GST) plus \$0.28 per rateable assessment. The proposed collection fee which this Council will receive is \$8,790.

Under the previous arrangements, the Council was responsible for the payment of the full Levy irrespective of whether individual ratepayers pay the Levy. The Act now proposes new levy debt recovery arrangements that will allow the Council to be reimbursed for any new unpaid amount, which has been outstanding for at least three (3) years from July 2020, subject to certain conditions.

OPTIONS

Nil

CONCLUSION

Details of the 2023-2024 Regional Landscape Levy have been included within the Council's draft 2023-2024 Annual Business Plan.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Attachments – Item 11.6

Attachment A

2023-2024 Regional Landscape Levy

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**



GA-D00000237

21 February 2023

Mr Mario Barone
Chief Executive Officer
City of Norwood Payneham & St Peters
PO Box 204
KENT TOWN SA 5071

Email: Mbarone@npsp.sa.gov.au

Green Adelaide Board

GPO Box 1047
Adelaide SA 5001

Tel (08) 7424 5760

dew.greenadelaide@sa.gov.au

www.greenadelaide.sa.gov.au

Dear Mr Barone

2023-24 - Regional landscape levy arrangements for the Green Adelaide Region

The *Landscape South Australia Act 2019* (the Act) provides the framework for managing the state's land, water, pest animals and plants and biodiversity. The Act created eight new regional landscape boards and a metropolitan landscape board, Green Adelaide. Green Adelaide was specifically created in this new legislation, in recognition of the unique environmental challenges faced in urban areas. Local Government continues to play a key role in the collection of the regional landscape levy.

Contributions and raising a levy in 2023-24

There are no proposed changes to the basis of the regional landscape levy in 2023-24, and the total levy income increase is capped to CPI of 8.4%. The Green Adelaide Board's draft business plan will specify \$32,132,452 as the amount to be contributed by the constituent councils in the Green Adelaide Region. The indicative share for each Council of this contribution is listed at Attachment A.

Councils may also collect a fee from the regional landscape boards for the administrative costs of collecting a landscape levy. For 2023-24 the fee has been calculated using a fixed fee of \$2,836 (excluding GST) plus \$0.28 per rateable assessment. Please ensure the tax invoice includes GST. The proposed ongoing collection fee for each Council is provided in Attachment A.

If you have any queries please do not hesitate to contact Ms Roisin McAlary, Manager Financial Services on 0477 341 839. I look forward to working together to ensure the ongoing management of the Green Adelaide Region to create a cooler, greener, wilder and climate resilient city that celebrates our unique culture.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Collard'.

Stuart Collard
A/Director, Green Adelaide
Department for Environment and Water

Attachment A Council contributions to the Green Adelaide Board and collection fees for 2023-24

Council	Council contribution (\$)	Proposed collection fee based on standard rates (\$)
Adelaide City Council	\$1,773,741	9,824
City of Burnside	\$1,994,643	8,901
Campbelltown City Council	\$1,391,211	10,000
City of Charles Sturt	\$3,430,094	20,221
Holdfast Bay City Council	\$1,443,423	8,744
Corporation of the City of Marion	\$2,261,866	15,672
City of Mitcham	\$2,051,623	11,203
City of Norwood, Payneham and St Peters	\$1,523,277	8,790
City of Onkaparinga	\$2,993,281	24,415
City of Playford	\$1,289,105	15,880
City of Port Adelaide Enfield	\$3,176,410	21,611
City of Prospect	\$683,069	5,771
City of Salisbury	\$2,289,374	20,524
City of Tea Tree Gully	\$1,995,524	15,372
Corporation of the City of Unley	\$1,666,190	8,325
Corporation of the Town of Walkerville	\$375,101	4,009
City of West Torrens	\$1,794,519	11,813
Total	\$32,132,452	221,075

11.7 ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA104342
ATTACHMENTS: A – B

PURPOSE OF REPORT

The purpose of this report is to present to the Council, the final *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, for its approval.

BACKGROUND

At its meeting held on 21 February 2023, the Norwood Parade Precinct Committee (NPPC) resolved the following:

1. *That the Draft 2023-2024 Norwood Parade Precinct Annual Business Plan be endorsed as being suitable to present to the Council for its endorsement and approval prior to its release for consultation with The Parade Precinct business community for a period of twenty-one (21) days*
2. *That the Chief Executive Officer be authorised to make any editorial changes to the document prior to the document being released for consultation.*

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* was subsequently endorsed by the Council at its meeting held on March 2023 and was released for consultation with The Parade Precinct business community for a period of twenty-four (24) days from Monday 20 March until Wednesday 12 April 2023. Comments were invited via email and in writing. In response, one (1) submission was received. A copy of the submission is contained in **Attachment A**.

The draft Plan is based on collecting \$215,000 in revenue through The Parade Separate Rate in 2023-2024. At the completion of the 2023-2024 financial year, the Council will again need to consult The Parade Precinct business community on the collection of the Separate Rate, which will determine the outcome of the *2024-2025 Norwood Parade Precinct Annual Business Plan*. A report on the Separate Rate will be presented to the Council for its consideration in early 2024.

At its meeting held on 16 May 2023, the Norwood Parade Precinct Committee (NPPC) resolved the following:

1. *That the Draft 2023-2024 Norwood Parade Precinct Annual Business Plan, as contained in Attachment B, be endorsed and recommended to the Council for its approval.*
2. *The Committee notes that a response will be provided to the property owner who made a submission.*

A copy of the final *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is contained in **Attachment B**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Objectives and Strategies contained in *CityPlan 2030* are outlined below:

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services.

- **Objective 3.1 A diverse range of business and services.**
 - *Strategy 3.1.1 – Support and encourage local small, speciality, independent and family-owned businesses.*
- **Objective 3.2 Cosmopolitan business precincts contributing to the prosperity of the City.**
 - *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 tourist destination.*
- **Objective 3.5 A local economy supporting and supported by its community.**
 - *Strategy 3.5.1 – Support opportunities for people to collaborate and interact in business precincts.*
 - *Strategy 3.5.2 – Retail accessible local shopping and services.*

The relevant Strategies contained in the *201-2026 Economic Development Strategy* are outlined below:

Dynamic & Diverse City

Outcome: A City with thriving and resilient business sectors that drive employment and deliver growth.

Objective: Supporting the growth and viability of the City's business sectors based on their competitive strength and strategic priority.

- *Strategy 1.1 – Focus on the support and growth of the City's priority sectors.*
- *Strategy 1.3 – Identify emerging trends and support opportunities for economic growth.*
- *Strategy 1.4 – Promote opportunity and collaboration across all sectors.*
- *Strategy 1.5 – Identify and promote local competitive advantage.*

Destination City

Outcome: A destination with dynamic, cultural, vibrant and attractive precincts.

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

- *Strategy 2.1 – Showcase and promote the City's attractions and events to facilitate growth in visitation and spending.*
- *Strategy 2.2 – Support the City's vibrant mainstreet precincts.*
- *Strategy 2.3 – Facilitate the activation of key spaces and precincts in the City.*
- *Strategy 2.4 – Work with local business operators to strengthen the viability of precincts and enhance the customer experience.*

Innovative City

Outcome: An innovative City that supports business and attracts investment.

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

- *Strategy 3.2 – Recognise businesses and business sectors that make a significant contribution to the City.*
- *Strategy 3.3 – Facilitate communication, education and networking programs to support businesses.*
- *Strategy 3.5 – Encourage sustainable working methods in all aspects of business.*

Business Friendly City

Outcome: A City that understands the needs of business.

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

- *Strategy 4.1 – Ensure that Council processes are business friendly and contribute to a well-functioning City.*

FINANCIAL AND BUDGET IMPLICATIONS

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is based on a total budget of \$215,000, which is the total amount that the Council will collect through the Separate Rate.

The total cost incurred in placing the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* on consultation totalled \$2,684.69 (excl. GST). This cost related to the:

- letter distribution to The Parade Precinct businesses and property owners;
- printing of posters;
- graphic design for consultation material; and
- notice placed in *The Advertiser*.

This amount has been deducted from the funds which have been allocated by the Council to the Norwood Parade Precinct Committee as part of the 2022-2023 Budget.

EXTERNAL ECONOMIC IMPLICATIONS

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, includes strategies and initiatives which are intended to improve the economy of the Norwood Parade Precinct in areas including, but not limited to:

- increasing diversity of businesses and services;
- prosperity and development of The Parade Precinct;
- attracting investment and business opportunities to the area;
- increasing local employment opportunities;
- development and support of appropriate industry clusters;
- building community support;
- attracting tourism visitors to The Parade; and
- creating a cohesive brand for The Parade.

The Annual Business Plan is a high-level document and will remain flexible to respond to external economic opportunities and issues as they arise. The budget allocations set out in the Annual Business Plan are fluid and funds can be re-allocated by the Committee if requires and approved by the Council.

SOCIAL ISSUES

The future development of key business precincts such as The Parade, Norwood impacts positively on the City. A vibrant local economy contributes significantly to creating a vibrant local community and assists in developing social capital.

CULTURAL ISSUES

Many of the initiatives highlighted as part of the *2023-2024 Norwood Parade Precinct Annual Business Plan* aim to enhance the unique character of The Parade and its sense of place and reinforces its critical significance.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is reliant upon the collection of The Parade Separate Rate. Its implementation will be undertaken by the Council's Economic Development Unit with input and involvement from other Council Staff, external contractors and the Norwood Parade Precinct Committee (NPPC).

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**

Mayor Robert Bria and Councillors Sue Whittington, John Callisto, Victoria McFarlane and Josh Robinson, are members of the Norwood Parade Precinct Committee and have considered the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* following the consultation period at the Committee meeting held on Tuesday, 16 May 2023.

- **Community**

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* was released for consultation on Monday 20 March, with comments sought in writing by no later than 5.00pm, Wednesday, 12 April 2023.

A letter was sent to all business and property owners within The Parade Precinct advising them of the Draft Plan and the consultation process. A poster was placed in The Parade lightbox in front of Nordburger and a notice was also placed in *The Advertiser* on the first day of the consultation period. In addition to this, information was published on the Council and The Parade websites and an Electronic Direct Marketing (EDM) advising The Parade traders of the consultation was also distributed to all businesses. Copies of the Draft Plan were also made available at the Norwood Town Hall.

One (1) submission has been received. The focus of the submission is in relation to operational components of the draft Annual Business Plan and not the allocation of funds set out in the draft Plan.

- **Staff**

Not Applicable.

- **Other Agencies**

Not Applicable.

DISCUSSION

The submission which has been received has raised the following concerns regarding the appearance of The Parade and its operations:

- untidy and dirty streetscape;
- adding colour and appeal to The Parade (in particular from Sydenham Road to Fullarton Road) via things such as planter boxes; and
- parking (2-hour limits get abused - would suggest making it 1-hour parking).

The Council is currently in the process of implementing The Parade Masterplan which will address the amenity and appearance issues which were raised. Similarly, the Norwood Parade Precinct Committee (NPPC) has focussed efforts on the western section of The Parade by installing promotional material, such as bin decals on existing street assets. While planter boxes will deliver on instant change to the appearance of The Parade – they require a significant amount of ongoing maintenance and upkeep. The Norwood Parade Precinct Committee (NPPC) is aware of these concerns and will continue to consider ways and initiatives to activate The Parade's western end from Osmond Terrace to Fullarton Road.

In terms of the concerns relating to car parking, these comments have been noted and staff have been asked to ensure that this issue is better managed through better policing. In this respect, the span of the time limit control is irrelevant. The issue relates to policing of the time limits. To this end, the Council's draft *2023-2024 Budget* contains a proposal to employ additional resources for this purpose.

Given that the focus of the submission is based on the amenity of The Parade and car parking, both of which are outside the scope of the *2023-2024 Norwood Parade Precinct Annual Business Plan*, the Norwood Parade Precinct Committee (NPPC) did not make any changes to the draft Annual Business Plan and on the allocation of funds.

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

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

TABLE 1: NORWOOD PARADE PRECINCT COMMITTEE 2023-2024 ANNUAL BUSINESS PLAN

STRATEGY	BUDGET
<i>Events & Placemaking</i>	\$40,000
<i>Marketing & Communications</i>	\$70,000
<i>Identity & Brand</i>	\$90,000
<i>Business Support & Development</i>	\$11,000
<i>Administration</i>	\$4,000
TOTAL	\$215,000

OPTIONS

The Council can approve the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* contained in **Attachment B**. Alternatively, the Council can amend or delete strategies and respective budget allocations.

CONCLUSION

A response will be provided to the property owner who has made a submission.

COMMENTS

Nil.

RECOMMENDATION

That the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, as contained in **Attachment B**, be approved.

Attachments – Item 11.7

Attachment A

Endorsement of the Draft 2023-2024 Norwood Parade Precinct Annual Business 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

Tina Zullo

From: City of Norwood Payneham & St Peters <website@vps.npsp.sa.gov.au>
Sent: Monday, 10 April 2023 2:14 PM
To: Townhall; Economic Development & Strategy
Subject: City of Norwood Payneham & St Peters - Form submission: Draft NPPC Annual Business Plan

Draft NPPC Annual Business Plan form submission

First name Barbara

Last name Beadman

Contact email [REDACTED]

Business or property owner I own a business within the Parade Precinct

Comments I believe there are many issues on The Parade - extremely untidy and dirty with NO street appeal - especially down Sydneham Road to Fullarton Road - what would be wrong in adding some colour i.e. flowers in large pots etc. instant colour and appeal . Parking is also a problem at different times quite a few of the Business owners have little or no parking and as such 2 hour limits are abused - we would like to strongly suggest to change to 1 HOUR parking
Thanks for your time - Regards Gayle Beadman - Business Owner and Property Owner

View the full submission
https://www.npsp.sa.gov.au/admin/edit/form_record_154/3

Best Wishes
City of Norwood Payneham & St Peters

Community Well-being is...
Social Equity
Economic Prosperity
Cultural Vitality
Environmental Sustainability



City of
Norwood
Payneham
& St Peters



Attachment B

Endorsement of the Draft 2023-2024 Norwood Parade Precinct Annual Business Plan

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

Telephone 8366 4555
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Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters

2023—2024 DRAFT ANNUAL BUSINESS PLAN

Norwood Parade
Precinct



THE PARADE
NORWOOD



City of
Norwood
Payneham
& St Peters



Santos tour down under
Stage 4 • Start • Norwood

VISION /

TO MAINTAIN THE STATUS OF ADELAIDE'S PREMIER MAINSTREET AS A VIBRANT DESTINATION WHERE RESIDENTS AND VISITORS CAN EXPERIENCE AND ENJOY A PLACE TO DINE, SHOP, PLAY AND DO BUSINESS.

CONTENTS

/ 02

Overview

/ 05

Purpose

/ 05

Objectives

/ 07

A Successful
Precinct

/ 09

Budget

/ 10

Strategies

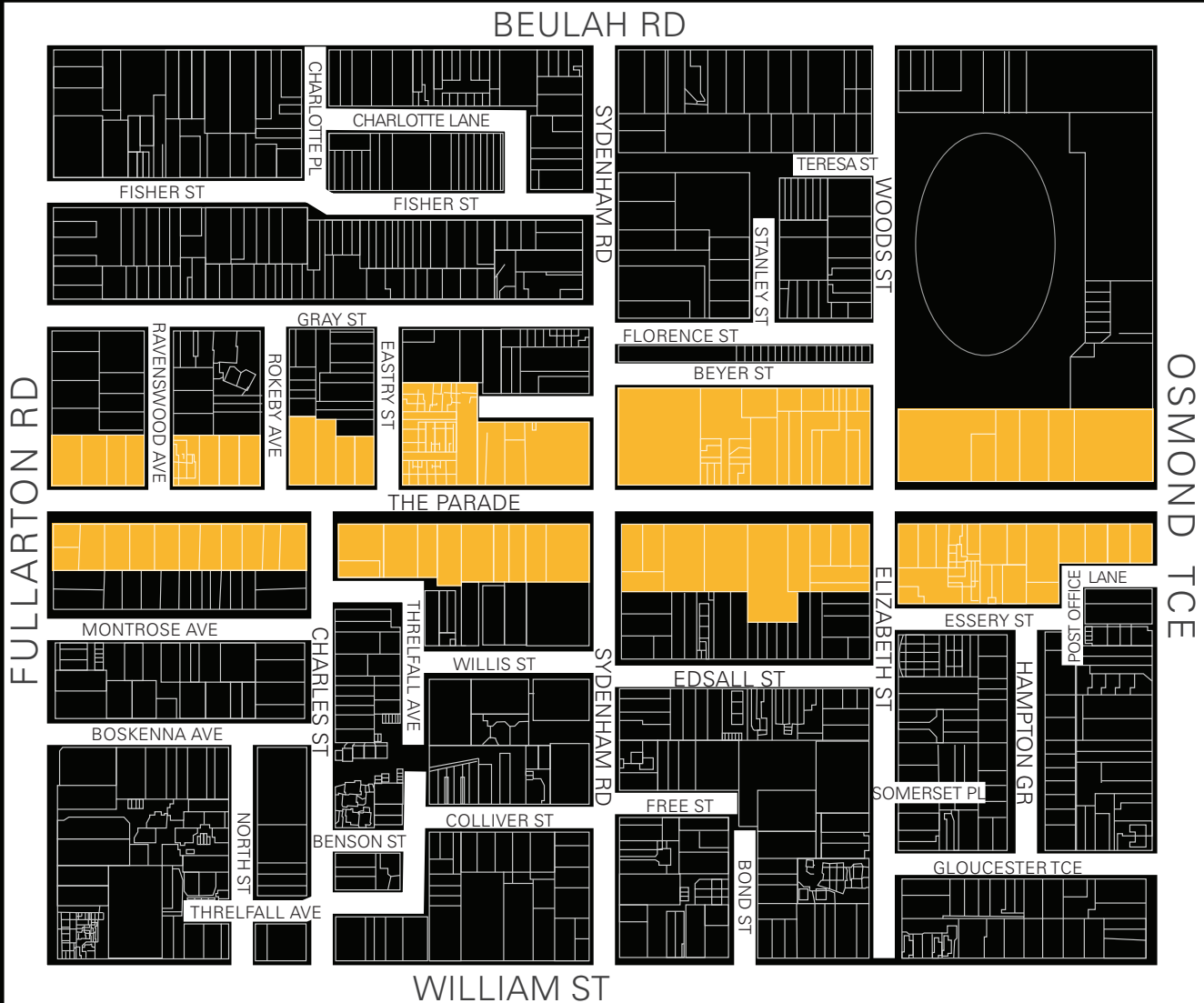
/ 16

Monitoring
& Reporting

OVERVIEW

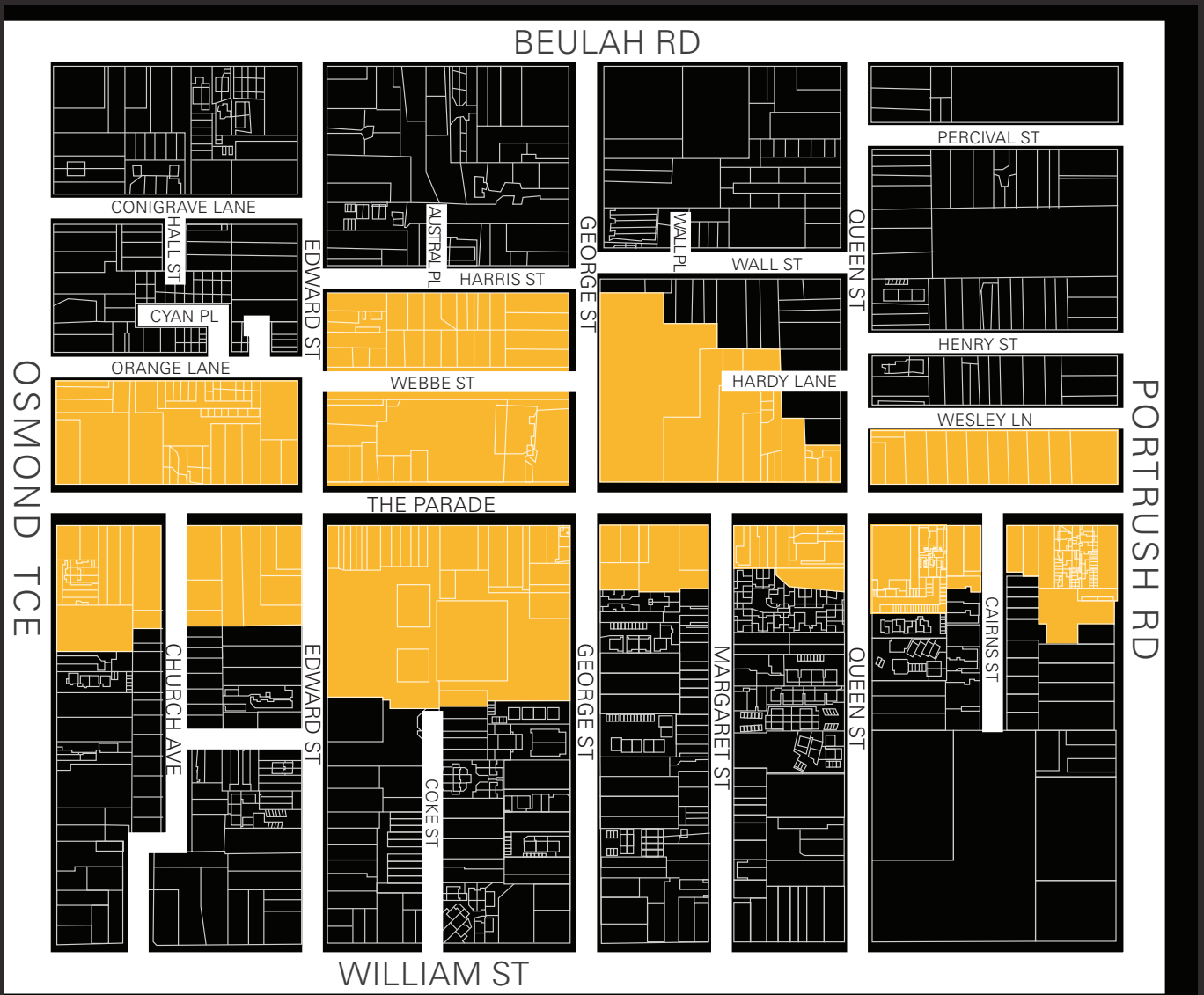
The City of Norwood Payneham & St Peters established the Norwood Parade Precinct Committee pursuant to Section 41 of the *Local Government Act 1999*. The Norwood Parade Precinct Committee is governed by Terms of Reference, which were adopted by the Council on 5 December 2022.

The Norwood Parade Precinct Committee consists of the Mayor, four Elected Members and eight Independent Members who represent the interests of commercial landlords and business owners trading within the Norwood Parade Precinct.



The Norwood Parade Precinct Committee is responsible for delivering exciting initiatives to develop and promote The Parade, Norwood as a vibrant retail, cultural and leisure destination for businesses, residents and visitors.

One of the roles of the Committee is to develop and recommend to the Council an Annual Business Plan and Budget for The Parade Precinct, while overseeing its implementation once approved by the Council.





PURPOSE

The Norwood Parade Precinct Committee works to support, educate and facilitate a healthy, vibrant business community with an emphasis on placemaking for the enhancement of The Parade. At the heart of it, the Committee is tasked with helping to drive the economic prosperity of The Parade, Norwood.

The 2023–2024 Annual Business Plan outlines a series of objectives and strategies that will achieve The Parade’s overall vision.

OBJECTIVES

The objectives of the 2023–2024 Annual Business Plan are to:

- Courageously promote the Precinct and its businesses
- Increase visitation and encourage expenditure
- Increase business engagement and collaboration
- Provide strategic direction on the future growth and development of the Precinct

A SUCCESSFUL PRECINCT

THERE ARE A NUMBER OF
ELEMENTS THAT WORK
TOGETHER TO CREATE
A SUCCESSFUL PRECINCT.

THE SIX KEY ELEMENTS THAT UNDERPIN THE PARADE'S SUCCESS ARE:



Diversity

A diverse mix of businesses including retail, services, dining and office spaces, with a healthy combination of day-time and night-time trade.



Local Economy

A strong connection to the local area, offering residents and visitor quality and convenience.



Identity

A unique character, history and value that is expressed in creative ways including marketing and events.



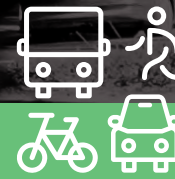
Drawcards

A number of drawcards that regularly bring in a large number of people, including sporting facilities, a supermarket, movie complex, restaurants and flagship retail stores.



Placemaking

Built infrastructure and landscaping that makes the place more attractive, inviting and encourage visitors to stay and play.



Accessibility

Footpaths, public transport linkages, car parking and clear signage that enables people to easily access the precinct.

BUDGET

The total budget for the 2023–2024 Parade Precinct Annual Business Plan is \$215,000 which is the amount the Council will collect through the Separate Rate.

The Separate Rate is charged to commercial property owners on The Parade, Norwood. The revenue collected is used for the purpose of marketing and promotion and enhancing business viability within The Parade Precinct.



BUDGET ALLOCATION

STRATEGY 01 - EVENTS & PLACEMAKING	\$40,000
---	-----------------

STRATEGY 02 - MARKETING & COMMUNICATIONS	\$70,000
---	-----------------

Website	\$5,000
Social Media	\$10,000
Advertising	\$55,000

STRATEGY 03 - IDENTITY & BRAND	\$90,000
---	-----------------

Sponsorship	\$5,000
Signage & Street Decorations	\$40,000
Merchandise	\$5,000
Competitions	\$40,000

STRATEGY 04 - BUSINESS SUPPORT & DEVELOPMENT	\$11,000
---	-----------------

Networking Events	\$3,000
Training & Workshops	\$4,000
Business Support	\$4,000

STRATEGY 05 - ADMINISTRATION	\$4,000
-------------------------------------	----------------

Catering	\$1,000
Precinct Documents	\$3,000

TOTAL	\$215,000
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STRATEGIES

Strategy 01 Events & Placemaking	11
Strategy 02 Marketing & Communications	12
Strategy 03 Identity & Brand	13
Strategy 04 Business Support & Development	14
Strategy 05 Administration	15

STRATEGY 01

EVENTS & PLACEMAKING



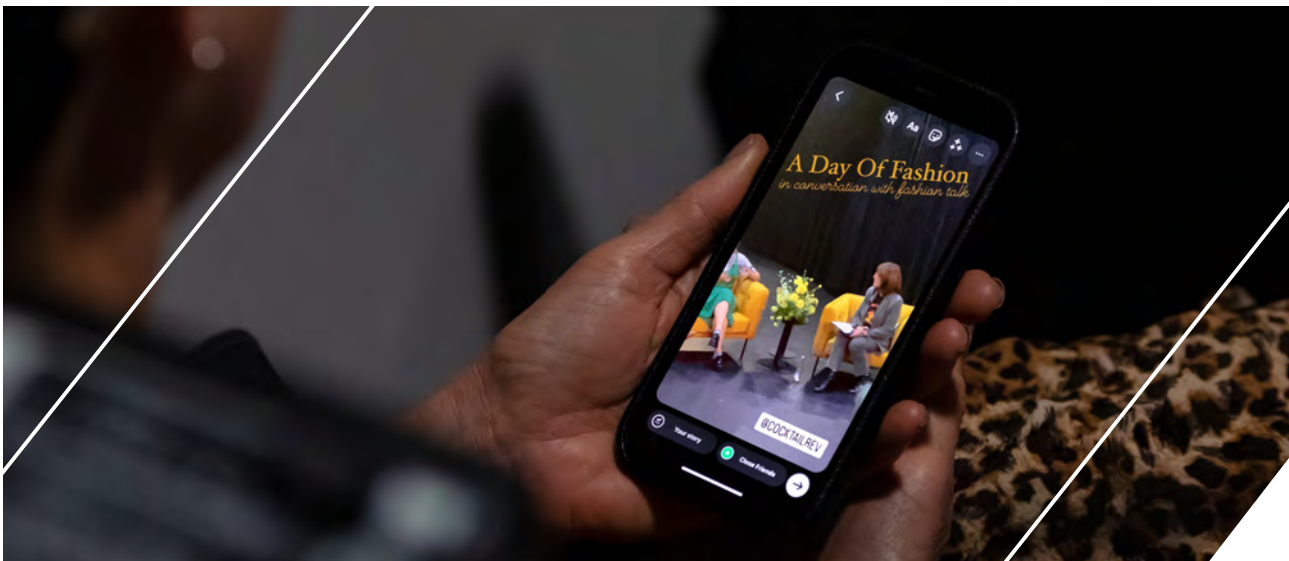
DEVELOP, DELIVER AND
SUPPORT MEANINGFUL
EXPERIENCES THAT CREATE
REMARKABLE MEMORIES
ON THE PARADE.

1.1 Support the Council's major events that are held on The Parade including but not limited to: Tour Down Under, Norwood Christmas Pageant, Art on Parade and the A Day of Fashion.

1.2 Support events, activations underpinned by collaboration between the Council, businesses and the local community.

STRATEGY 02

MARKETING & COMMUNICATIONS



BACKED BY RESEARCH AND ANALYTICS, IMPLEMENT A RANGE OF MARKETING CAMPAIGNS AND COMMUNICATION STRATEGIES THAT PROMOTE THE STRENGTHS OF THE PARADE TO TARGET MARKETS.

2.1 Website

Continuously improve The Parade website and its functionality to maintain relevancy and engagement.

2.2 Social Media

Develop and deliver a social media strategy to maximise effectiveness of current channels, increase engagement with existing followers and attract new audiences.

2.3 Advertising

Develop and deliver advertising campaigns to promote The Parade across a wide variety of mediums to increase visitation and spending from Adelaide, Intra and interstate.

STRATEGY 03

IDENTITY & BRAND



ENSURE THE PARADE,
NORWOOD REMAINS
ADELAIDE'S PREMIER
MAINSTREET THROUGH
DELIVERING INITIATIVES
THAT CREATE CONNECTIONS,
IMPROVE LOYALTY, AND
DRIVE BRAND AWARENESS
AND VISITATION.

3.1 Sponsorship

Provide targeted sponsorship for external events and activities aimed at increasing awareness of, and patronage to, The Parade for the benefit of all businesses within the Precinct.

3.2 Signage & Street Decorations

Install signage and street decorations to promote specific campaigns and events that are held within the Precinct.

3.3 Merchandise

Purchase environmentally friendly Parade branded merchandise and distribute to businesses and to community event attendees.

3.4 Competitions

Develop and deliver competitions for The Parade that engage businesses and encourage additional expenditure within The Parade Precinct.

STRATEGY 04

BUSINESS SUPPORT & DEVELOPMENT



CREATE A CONDUCTIVE
BUSINESS ENVIRONMENT
WHERE PEOPLE ARE ABLE
TO FLOURISH THROUGH
EDUCATION, TRAINING
AND NETWORKING.

4.1 Networking

Provide opportunities for business and property owners to build and strengthen relationships through networking forums and events.

4.2 Training & Workshops

Host business training and workshops, to educate the business community on a range of topics such as marketing, finance, business planning, wellbeing and leadership in business.

4.3 Business Support

Address and respond to the economic challenges caused by construction and development work within the Precinct. Specifically, support adjacent businesses directly impacted by developments through marketing and promotion.

STRATEGY 05

ADMINISTRATION



ENSURE THE ONGOING
AND EFFECTIVE
ADMINISTRATION OF
THE COMMITTEE.

5.1 Catering

Catering for Committee Meetings.

5.2 Precinct Documents

Develop, promote and consult on Committee documentation including, but not limited to Committee Membership and the Norwood Parade Precinct Annual Business Plan.

MONITORING & REPORTING

The Norwood Parade Precinct Annual Business Plan will be monitored and evaluated by the Council.

Progress reports on the implementation of this Plan, will be presented to the Norwood Parade Precinct Committee at each meeting.

Methods of measurement may include:

- Website and social media reports
- Visitation and attendance numbers at events
- Business participation in events and initiatives
- Analysis data from competition entries
- Level of spending within the Precinct
- Occupancy rates
- Written and verbal feedback received from businesses and the community

Visit Us

City of Norwood Payneham & St Peters
Economic Development & Strategy
175 The Parade, Norwood
theparadenorwood.com

Contact Us



Stacey Evreniadis
Economic Development Coordinator
sevreniadis@npsp.sa.gov.au
08 8366 4616

Tyson McLean
Economic Development Officer
tmclean@npsp.sa.gov.au
08 8366 4512

Get Social With Us

#ParadeNorwood
@ParadeNorwood
/TheParadeNorwood

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

11.8 2023-2024 CAPITAL PROJECTS

REPORT AUTHOR: Chief Executive Officer
GENERAL MANAGER: Not Applicable
CONTACT NUMBER: 8366 4539
FILE REFERENCE: qA99672
ATTACHMENTS: A - H

PURPOSE OF REPORT

The purpose of this report is to provide information to the Council as requested, regarding the financial status and timing (including projects beyond the 2023-2024 financial year) of all projects contained in the 2023-2024 Annual Business Plan over \$750,000.

BACKGROUND

At its meeting held on 8 May 2023, the Council considered and endorsed 'in-principle' the draft 2023-2024 Annual Business Plan and Budget.

In doing so, in respect to the draft 2023-2024 Annual Business Plan, the Council resolved the following:

- (a) *That the Council endorses "in principle" Loan Borrowings for the 2023-2024 Financial Year, up to a maximum of \$22 million for the purposes of funding Capital Expenditure and requests a report to its June 2023 meeting, setting out financial status and timing (including that considered beyond the 2023-2024 financial year) of all projects included in this Plan over \$750,000.*
- (b) *That the Draft 2023-2024 Annual Business Plan, as contained within Attachment B, be approved for release for public consultation with the inclusion of information regarding capital spending (other than Whole of Life capital) committed to future financial years through progression of this Plan.*
- (c) *That the Chief Executive Officer be authorised to make editorial changes to the Draft 2023-2024 Annual Business Plan, as contained within Attachment B, prior to it being released for public consultation.*

This report contains the information which has been requested in Part 2(a) of the Council's resolution.

DISCUSSION

In accordance with Point 2 of the Council's resolution, this report sets out the financial status and timing of all projects included in the draft 2023-2024 Annual Business Plan that have a value over \$750,000:

These projects are:

- The Payneham Memorial Swimming Centre Redevelopment;
- Burchell Reserve Redevelopment;
- George Street Redevelopment;
- Cruickshank Reserve;
- Trinity Valley Stormwater Drainage Project;
- The Parade Masterplan Implementation;
- River Torrens Linear Park Shared Path Enhancement Project (Stage 2); and
- Dunstan Adventure Playground Upgrade.

Payneham Memorial Swimming Centre Redevelopment

The Council's Swimming Centres, namely the Payneham Memorial Swimming Centre and the Norwood Swimming Centre are major assets which are in need of significant redevelopment.

In this respect, as these facilities represent significant assets, the Council has over a number of years discussed and reviewed the options and determined a position to continue to operate two (2) swimming centres.

Discussions regarding the future of the Council's swimming centres commenced circa 2014. In this respect, at its meeting held on 7 April 2014, The Council resolved the following:

1. *That the Council undertake a review of the Norwood and Payneham Swimming Centre's for the purposes of, but not necessarily limited to:*
 - *ascertaining the level of capital investment required to maintain the existing service standard;*
 - *benchmarking the infrastructure and services and programs offered against other facilities;*
 - *assessing future opportunities to increase "net revenue" activities such as Learn-to-Swim Programs and other shallow water activities; and*
 - *determining the extent and nature of any future redevelopment of the Centre's, (i.e. leisure water), to ensure that the service and programs offered meet community expectations.*
2. *The Council notes that a Project Proposal to undertake this project will be submitted for consideration as part of the 2014-2015 Budget.*

Consequent to and in accordance with this resolution, at its meeting held on 23 March 2016, the Council considered a report which outlined a number of options regarding the future direction of the long-term strategy for the Council's Swimming Centres.

Following consideration of the report and the various options contained therein, the Council resolved the following:

1. *The Council's Long-term Swimming Centre Strategy continues to be based on a Two (2) Centres model comprising the following options;*
 - (a) *redevelopment of the Payneham Swimming Centre as a regional destination which incorporates a 50 metre Swimming Pool, Learners Pool and Wading Pool or splash pad and water play park to cater for the recreational leisure market and in particular the teenage market; and*
 - (b)
 - (i) *redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
 - (ii) *maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*
2. *The Council notes that this report and the strategy options as set out above, together with the accompanying documentation prepared by SGL Consulting and URPS will form the basis of the public consultation.*

Subsequent to this decision, at its meeting held on 16 January 2017, a Rescission Motion was considered by the Council that rescinded Part (b)(i) and (ii) of the Council resolution made at its meeting held on 23 March 2016 and replaced it with the following Motion:

1. *The Council's Long-term Swimming Centre Strategy continues to be based on a Two (2) Centres model comprising the following options;*
 - (a) *redevelopment of the Payneham Swimming Centre as a regional destination which incorporates a 50 metre Swimming Pool, Learners Pool and Wading Pool or splash pad and water play park to cater for the recreational leisure market and in particular the teenage market; and*
 - (b)
 - (i) *redevelopment of the Norwood Swimming Centre with a new outdoor 25m pool plus a new Learner's Pool and Toddlers Pool or splash pad and new amenities building; or*
 - (ii) *maintenance of the existing Norwood Swimming pool, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage; or*

(iii) *the existing Norwood Swimming pool be retained and refurbished, together with a new Learner's Pool and the refurbishment of the existing facilities whilst respecting the Centre's traditional heritage.*

2. *The Council notes that this report and the strategy options as set out above, together with the accompanying documentation prepared by SGL Consulting and URPS will form the basis of the public consultation.*

In accordance with the decision made at its meeting held on 23 March 2016 and as varied through the rescission Motion adopted at the Council meeting held on 16 January 2017, at its meeting held on 16 January 2017, the Council considered a report on the Long-Term Strategy and redevelopment options for the Council's Swimming Centres, prior to release for public consultation.

Following consideration of the report, the Council resolved the following:

- (a) *the Long Term Strategy and Redevelopment Options Report as contained in Attachment A be received and noted;*
- (b) *the Redevelopment Strategy as contained in Chapter 5.1 of the Options Report (Attachment A) for the Payneham Swimming Centre be endorsed by the Council for the purpose of Community Consultation;*
- (c) *further public consultation be undertaken on the three (3) redevelopment options for the Norwood Swimming Centre, as contained in Chapter 5.2 of the Options Report (Attachment A), as amended, to inform the final Redevelopment Strategy;*
- (d) *public consultation on the Long Term Strategy and Redevelopment Options Report be undertaken for a period of six (6) weeks; and*
- (e) *the public consultation for recommendations (b) and (c) be undertaken concurrently, as outlined in the body of this report.*

At its meeting held on 3 July 2017, the Council considered a report on the results of the community consultation process regarding the redevelopment options and the draft Long-Term Strategy for the Council's Swimming Centres and following consideration of the results of the community consultation, resolved the following:

1. *The comments which have been received through the Community Consultation process (as contained in Attachment B) be received and noted.*
2. *All persons and organisations which made submissions and comments during the Community Consultation period are thanked for their contribution to the development of the Draft Strategy.*
3. *The Draft Swimming Centre Strategy, as contained in Chapter 7 of the Swimming Centres Review – Final Report (Attachment B) and as set out below, be endorsed the purpose of Community Consultation.*
 - 3.1 *Continue the current "two pool strategy" and will continue to focus on the following services:*
 - *Lap swimming;*
 - *Swim coaching/squads;*
 - *Learn to swim lessons (private, group and school);*
 - *Recreational aquatic play;*
 - *Aquatic fitness; and*
 - *Community and family gatherings.*
 - 3.2 *Re-develop the Payneham Memorial Swimming Centre as a regional destination incorporating a 50 metre swimming pool, learners pool and wading pool or splash pad and water play park to cater for the recreational leisure market and in particular the teenage market. Key elements of the strategy will be:*

- *continue to provide a 50 metre outdoor swimming pool to meet the needs of lap swimming, swimming squads, school carnivals and general recreational swimming and fitness including:*
 - *installation of a ramp, at the shallow end to allow disabled access;*
 - *replacement of scum gutters with wet deck entry;*
 - *installation of new filtration system and refurbishment of the plant room; and*
 - *retiling of the pool;*
- *the Learners/Teaching pool will be replaced with a larger pool, which will include a beach entry to enable disabled access;*
- *introduction of leisure water aimed at not only babies and toddlers but also the older child/ teenage market such as:*
 - *interactive water park;*
 - *inflatable obstacle course; and*
 - *splash pad or zero water playground;*
- *installation of shade and the upgrade of dry land facilities, such as the amenities building, barbeque and picnic facilities; and*
- *improved utilisation of clubrooms located at Payneham Memorial Swimming Centre, with formal agreements with Norwood and Payneham Swimming Clubs.*

3.3 *Re-develop the Norwood Swimming Centre for lap swimming, fitness, aquatic education and community/family gatherings. Key elements of the strategy will be:*

- *refurbish the main 50m pool by lining the existing pool shell with a heavy duty steel or fibreglass (eg Myrtha pool) lining and construct ramp access for persons with disabilities;*
- *re-configuring of the filtration system, including installation of a new plant room and replace the balance tank, to bring it up to the minimum standard;*
- *replace the Learners/Teaching pool, with a larger pool, which will include a beach entry to enable disabled access;*
- *install an inflatable obstacle course, to be used on weekends and school holidays;*
- *install additional shade, barbeque and picnic facilities; and*
- *refurbish existing amenities buildings, consistent with the heritage.*

4. *That a marketing strategy be developed for both Swimming Centres for the next three (3) seasons, which incorporates suggestions from the community consultation, findings from the SGL report and other relevant sources. The aims of the marketing strategy will be to maximise patronage at both Centres to improve community health and wellbeing, to encourage community connectedness and to increase revenue. The marketing plan will include recommendations on the length of the swimming season and opening hours for both Centres.*

5. *The Council notes that following the conclusion of the Community Consultation of the final draft Swimming Centres Strategy, a report will be provided for the Council's consideration and final adoption of the Strategy.*

The final draft Strategy and redevelopment options for the Swimming Centres was subsequently placed on community consultation and at its meeting held on 4 December 2017, resolved the following:

1. *The comments which have been received through the Community Consultation process (as contained in Attachment A) be received and noted.*
2. *All persons and organisations which made submissions and comments during the Community Consultation period are thanked for their contribution to the development of the Draft Strategy.*

3. *The Draft Swimming Centre Strategy, as contained in Attachment B be endorsed.*
4. *That the Council liaise with Commonwealth and State Governments to investigate funding possibilities to redevelop the Payneham Memorial Swimming Centre.*

In accordance with the Council's resolution, detailed design documentation for the retention and refurbishment of the existing 50 metre outdoor Swimming Pool and other components of the Payneham Memorial Swimming Centre, was prepared and a tender process was enacted.

In this respect, at its meeting held on 3 August 2020, the Council considered the results of the tender process and resolved that the matter be deferred until the Masterplan for the Centre and Patterson Reserve (which adjoins the Centre) was presented to the Council for consideration.

In accordance with this resolution, consultants were appointed to prepared the Masterplan and in the interim, the Council established a Regional Capital Projects Committee to consider, amongst other matters, the Payneham Memorial Swimming Centre and Patterson Reserve Masterplan.

To this end, at its meeting held on 27 October 2020, the Regional Capital Projects Committee considered the draft Masterplan and resolved the following:

1. *That the report be received and noted.*
2. *That the Regional Capital Projects Committee recommends to the Council that it reaffirm its support for the Council's decision to refurbish the main pool in accordance with the Swimming Centres' Long Term Strategy.*
3. *That a report be resubmitted to the Council at a later date regarding the Tender for the Stage 2 Refurbishment of the main pool which was deferred by the Council at the August 2020 meeting.*
4. *That TCL (Consultants) be instructed to review Options A, B1 and C1 and develop any other options that are required to complete the Masterplan.*
5. *That TCL (Consultants) consult with the existing stakeholders regarding the draft concepts before finalising the draft concepts for the Committee's consideration.*

In accordance with the Committee's resolution, the Masterplan was amended and the final draft Masterplan was considered at a meeting of the Committee held on 16 December 2020 at which the Council resolved the following:

That Concept B2 be recommended to the Council for adoption for the purposes of progressing to the development of a draft Masterplan.

This resolution was subsequently adopted by the Council.

An amended draft Masterplan was again presented to the Committee for consideration at its meeting held on 21 April 2021, at which the Committee resolved the following:

1. *That the draft Masterplan contained in Attachment B be recommended to the Council for adoption.*
2. *The Committee recommends to the Council that Stage 1 of the Payneham Memorial Swimming Centre Redevelopment Project, for the purposes of detail design, construction documentation and construction, should comprise of the following elements:*
 - *50 metre pool with provision for a solid cover;*
 - *new semi-enclosed 25 metre outdoor Learners' Pool;*
 - *new sports and leisure centre providing pool facilities and café, new gym/dry pool training, clubrooms and lettable function areas;*

- *new leisure pool with interactive water play and high platform water slides;*
 - *the installation of shade, barbeques and picnic facilities on grassed embankment; and*
 - *new plant room to service the 50m Pool, new 25m Learners' Pool and the aquatic recreation equipment and facilities.*
3. *That the Committee notes that staff will now progress to the detail design and construction documentation stage of the Project for the Payneham Memorial Swimming Centre Redevelopment.*
4. *That the Committee notes that a suitable consultant will now be engaged to prepare a Prudential Report for the Council's consideration.*

In accordance with this decision, which was subsequently adopted by the Council, a Project Brief for the engagement of design consultants was prepared and released for tender.

At its meeting held on 26 October 2021, the Council considered a report on the outcome of the tender process and resolved to appoint DWP-Hardy Milazzo Architects (as the Principal Consultant) to prepare the detailed design and construction documentation.

The Council also noted that design work would commence on 1 November 2021 with nominal conclusion dated 31 July 2022.

In accordance with this schedule, at its meeting held on 2 May 2022, the Council considered a report which presented the Schematic Design for the Centre. The purpose of seeking the Council's endorsement of the Schematic Design, was to ensure that the design could be progressed as well as seeking the Council's approval to proceed with the replacement of the 50 metre Main Pool, rather than refurbishment of the structure.

Following consideration of the report, the Council resolved the following (noting that as part of the resolution the Main Pool was increased from eight (8) lanes to a ten (10) lanes):

- a. *That the Council endorses the construction of a new 50 metre main pool at the Payneham Memorial Swimming Centre.*
- b. *That the new 50 metre main pool at the Payneham Memorial Swimming Centre be a ten (10) lane main pool as per Attachment D.*
- c. *That the Schematic Design for the Payneham Memorial Swimming Centre contained in Attachment D, be endorsed as the basis of preparing the construction documentation.*

Subsequent to this decision, design and construction documentation is almost complete.

Given various complexities associated with the design of this Project, as well as supply chain and cost escalation issues, the final design documentation has taken a few months longer to complete, however, the tender package is scheduled to be released in July 2023.

It should be noted that the Prudential Report on this Project was considered by the Council's Audit & Risk Committee at its meeting held on 15 May 2023. The Minutes of the Audit & Risk Committee are scheduled to be adopted at this meeting.

As Elected Members are aware, the Council has received \$5.6 million from the State Government to assist with the delivery of this Project.

Whilst the milestone completion date of 30 June 2023, has not been achieved, an extension of time has been requested and staff have been advised that there is no risk of losing the Grant Funding.

Whilst there are other grant programs that could be looked into, it is extremely unlikely that funding to augment the existing State Government funding can be sourced.

At this stage, it would be prudent to progress with the tender process and review the situation once tenders have been received.

The status of this project (as at 1 June 2023) is set out in **Attachment A**.

Cruikshank Reserve Facility Upgrade Project

Background

At its meeting held on 7 March 2022, the Council considered a report on the allocation of grant funding which the Council received from the Federal Government as part of the *Local Roads and Community Infrastructure (LRCI) Program Phase 3*. This Program was initiated by the Federal Government as part of its response to the COVID-19 Pandemic and was aimed at supporting jobs, businesses and procurement as part of the COVID-19 recovery process.

As part of Phase 1, the Council received \$440,000 which was allocated to complete the reconstruction of the total length of Langman Grove, Felixstow, from Pembury Grove through to Briar Road, Felixstow. This project was already committed by the Council as part of its Capital Works Program.

As part of Phase 2, the Council received \$1.27 million and this funding was allocated St Peters Streetscape Upgrade Project – a project that had been in the ‘pipeline’ for some time.

As part of Phase 3 of the Program, the Council received \$888,876.

In the report that was considered by the Council at its meeting held on 7 March 2022, the following projects were submitted as projects that would be suitable for the allocation of the grant funding of \$888,876:

1. Linde Reserve Aquifer Storage & Recharge (ASR) and ERA Water Distribution Main Extension and Cross Connection.
2. Cruickshank Reserve Multipurpose Building and Unisex Toilets.

This project was not identified in the Council's Long Term Financial Plan, however grant funding applications for this project had been submitted on two (2) previous occasions without success.

3. Reconstruction of Briar Road and Turner Street Felixstow.

The estimated cost of this project was \$1,000,000.

Following consideration of the three (3) projects, the Council resolved to allocate the grant funding of \$888,871 to the Cruickshank Reserve Multi-Purpose Building and Unisex Toilets Project.

As Elected Members may recall, following this decision, design documentation was prepared and the tender process enacted.

To this end, at its meeting held on 3 April 2023, the Council considered a report regarding the tender selection and resolved to award the tender to Mykra Pty Ltd for the tendered price of \$1,189,760 (excluding GST) and increased the project budget by \$450,000.

As the contract for this project has been tendered and awarded, the project must proceed.

Construction Contracts have been now finalised and construction is scheduled to commence in four (4) to five (5) weeks.

Possible Funding Sources

There are no other possible funding sources available to assist with the funding of this Project.

At the time this matter was considered by the Council, staff advised that the cost estimate that was provided in the report considered at the meeting held on 7 March 2022 was a 'first order' estimate and that further design development was required before a more robust estimate could be provided.

The status of this project (as at 1 June 2023) is set out in **Attachment B**.

Burchell Reserve Redevelopment

Background

At its meeting held on 7 June 2021, the Council considered a report on the Burchell Reserve Master Plan.

Discussion regarding this Project commenced in 2012, when a Master Plan was developed and released for consultation. However, due to budgetary constraints and other priorities, this Project was not progressed.

As advised in the report that was considered by the Council, *Green Adelaide* has provided a grant to the Council of \$70,000 (plus GST) as part of the Water Sustainability Upgrade which forms part of this project. In this respect, this component of the Project is aimed at achieving best practice, using the targets set out in SA Water Sensitive Urban Design Policy and seeks to maximise Water Sensitive Urban Design (WSUD) and stormwater detention opportunities to reduce pollution and flooding.

Following consideration of the report, the Council resolved the following:

1. *That the Burchell Reserve Master Plan, as contained in Attachment A to this report, be endorsed.*
2. *That the Chief Executive Officer be authorised to make any necessary and required administrative changes to the draft Master Plan for its finalisation and adoption as resolved by the Council.*
3. *That the Council notes that staff will now commence the detail design and construction documentation stage of the project, based on the recommendations outlined in the Master Plan.*
4. *That the Council notes that staff will continue to pursue external State and Federal Government funding to contribute towards the delivery of the Burchell Reserve Upgrade Project.*

Subsequent to that meeting, design development was progressed, detailed documentation was prepared and a procurement process was undertaken.

To this end, at its meeting held on 3 April 2023, the Council considered the results of the procurement / tender process and awarded the construction contract to Beltrame Civil and increased the existing project budget by \$1,300,000 making a total project budget of \$4,470,000.

As set out in the report that was considered by the Council at its meeting held on 3 April 2023, as part of its 2021-2022 Budget, the Council allocated \$2,600,000 to this project over two (2) financial years. This budget included \$1,000,000 from the Council's Stormwater Drainage Program to implement the stormwater management improvements in the residential area along Seventh Avenue, between St Peters Street and Stephen Terrace and extending from Seventh Lane to Eighth Avenue including Burchell Reserve.

In addition, in September 2021, the Council applied for and was successful in receiving \$420,000 from the Federal Government's *National Flood Management Infrastructure Program – Stage 2*, for works associated with stormwater flood management along Seventh Avenue.

In summary therefore, the Council has received \$600,000 in grant funding for this Project. Further funding opportunities have been explored and as set out in the report considered by the Council at its meeting held on 3 April 2023, a grant submission for \$381,000 was made as part of the State Government's 2022-2023 Community Recreation and Sports Facilities Program.

This application was not successful.

Since the Council meeting held on 3 April 2023, discussions have been taken place regarding the design and the contract with the appointed contractor. This has included discussions and negotiations regarding constructability, materials and so on. At this stage, it is estimated that construction will start will be completed in May 2024.

The status of this project (as at 1 June 2023) is set out in **Attachment C**.

Trinity Valley Stormwater Drainage Project

Background

The Trinity Valley Stormwater Drainage Project was first considered by the Council as part of the City-Wide Floodplain Mapping and Long-Term Stormwater Drainage Program at its meeting held on 4 March 2019.

At the Council meeting held on 4 March 2019, the Council resolved the following:

1. *That the report and associated maps be received and noted and that the documents be released to the community.*
2. *That the level of service for stormwater drainage and design parameters, be based, where feasible and practical, on the service levels set out in Table 1 below.*

TABLE 1: LEVEL OF SERVICE FOR STORMWATER DRAINAGE AND DESIGN PARAMETERS

Stormwater Drainage Catchment / Location	Service Level
<i>First Creek</i>	<i>100 year standard</i>
<i>Second Creek (Linde Reserve/Dunstone Grove to outlet)</i>	<i>100 year standard</i>
<i>Second Creek (upstream of Linde Reserve/Dunstone Grove)</i>	<i>20-50 year standard (existing)</i>
<i>Third Creek</i>	<i>100 year standard</i>
<i>Stonyfell Creek (upstream of Magill Road / Nelson Street)</i>	<i>20-50 year standard (existing)</i>
<i>Trinity / Stepney Valley</i>	<i>100 year standard</i>
<i>Joslin Valley</i>	<i>100 year standard</i>

3. *That the proposed Stormwater Drainage Program as set out in the report, be endorsed 'in principle', and that the design parameters be based upon, where feasible and practical, the service levels set out in Table 1, and that implementation of the Program be undertaken as follows:*
 - *implementation be staged over a minimum time frame of fifteen (15) years, with the high priority projects, as identified in the report, being undertaken first; and*
 - *the Program be reviewed each year as part of the annual budget process, with major reviews being conducted every five (5) years and as part of the review of the Council's Stormwater Drainage and Asset Management Plan and scheduled reviews of the Council's Long Term Financial Plan.*

Subsequent to this decision, considerable work was undertaken to determine the scope of the Project, including how it would be progressed. To this end, it was determined to undertake the design for the Trinity Valley Stormwater Drainage Project as a single project, to ensure that an holistic solution was achieved. In short, the design solution consists of a stormwater drainage network from Second Creek and Linde Reserve through to the Trinity Valley Catchment at St Morris, with the objective of providing flood protection for up to a 1% chance (~1 in 100 year) Annual Exceedance Probability rainfall event, in addition to Water Sensitive Urban Design (WSUD) initiatives, as well as a review of streetscape design of the following streets that would be impacted upon by the proposed works:

- Henry Street, Stepney, from Nelson Street to Frederick Street;
- Aberdare Avenue, Trinity Gardens from Amherst Avenue to Aveland Avenue; and
- Canterbury Avenue and Abermarle Avenue intersection, Trinity Gardens.

To undertake this work, a tender for the design work was issued and at its meeting held on 3 February 2020, the Council considered a report on the results of the tender process and resolved to award the tender to Cardno Pty Ltd for the tendered sum of \$249,910 (excluding GST).

In addition, the Council also resolved to allocate \$470,000 to the Trinity Valley Stormwater Drainage Design Project over the 2019-2020 and 2020-2021 financial years, which included and incorporated a contingency of 20%.

Subsequent to this decision, at its meeting held on 7 September 2020, the Council considered a report on the Trinity Valley Drainage Design – Concept Design and following consideration of the report, the Council resolved the following:

1. *That the level of flood protection achieved by the concept design as recommended (i.e. 1% AEP where possible with no worsening of flood risks due to works) be noted and endorsed.*
2. *Stage 1 be endorsed as recommended to proceed to final design, inclusive of the following components:*
 - a. *upgrade of the stormwater capacity of the existing stormwater drainage from Linde Reserve to Phillis Street;*
 - b. *stormwater harvesting and water quality upgrades at Linde Reserve as part of the existing Aquifer Storage and Re-charge (ASR) infrastructure;*
 - c. *harvested and recycled stormwater to provide toilet flushing capability at the public toilets located at Cruikshank Reserve;*
 - d. *negotiation of new easements with private property owners between Laura Street and Flora Street, to accommodate stormwater drainage infrastructure; and*
 - e. *new stormwater drainage infrastructure from Olive Road to Flora Street, inclusive of the Laura Street easement drain.*
3. *Stage 2 be endorsed as recommended in full and proceed to final design, inclusive of the following components:*
 - a. *installation of new stormwater detention storage capacity within the Albermarle Avenue road reserve to be engaged during flood events where capacity of the existing stormwater drainage network is exceeded; and*
 - b. *harvested and re-cycled stormwater to provide toilet flushing capability to the public toilets located at Koster Reserve.*
4. *Stage 3 be endorsed as recommended in full and proceed to final design, inclusive of the following components:*
 - a. *new stormwater drainage on Amherst Avenue from Aberdare Avenue and connecting into the existing Trinity Valley stormwater drainage on Amherst Avenue; and*
 - b. *new stormwater detention storage capacity within the Jones Avenue road reserve to be engaged during flood events where capacity of the existing network is exceeded*
5. *Stage 4 be endorsed as recommended to proceed to final design, inclusive of the following components:*
 - a. *additional drainage capacity in the form of additional infrastructure from the existing open channel on the eastern side of Glynburn Road to a surcharge pit on Third Avenue;*
 - b. *additional drainage on Green Street between Third Avenue and St Morris Reserve;*
 - c. *upgrade of the St Morris Reserve to incorporate a holding tank(s) for stormwater detention storage when capacity of the existing network is exceeded; and*
 - d. *new stormwater drainage on Gage Street to discharge stormwater from the St Morris Reserve to the Third Creek catchment.*
6. *The Council notes that a variation to the contractual arrangements with Cardno will be negotiated to enable a suitably qualified landscape architect to be engaged to assist with the concept and detailed design of St Morris Reserve as set out in part 4 above.*

7. *That Council writes to the adjoining Councils seeking their willingness to join in Drainage Catchment Authorities to address the issues of increased run-off intensities and the need for upgrading local drainage.*
8. *That the issues regarding street water catchments and the impacts beyond Council boundaries be referred to the Local Government Association for discussion, in terms of the development of a policy position regarding these matters.*
9. *That the issue of stormwater and catchments be forwarded to the State Government with letters to the Local Member and responsible Ministers.*

In short, the proposed concept design was endorsed by the Council.

Of interest, the Council recognised that this Project should involve the adjoining Local Government Areas of Campbelltown and Burnside and to this end, sought to ascertain the willingness of those Council's to join in the Project to address the issues of increased stormwater run-off across the respective Local Government Areas. This essentially entailed both the Campbelltown City Council and the City of Burnside participating in the flood mapping exercise and the identification of any required works within their respective boundaries.

Both councils determined not to participate in this process.

At its meeting held on 4 April 2022, the Council considered a report which provided an update on the Project, as well as seeking the Council's endorsement of changes to the design strategy as previously endorsed by the Council.

In this report, the Council was advised that an application was made to the Federal Government's *Preparing Australian Communities Local Stream Program* for 50% of the construction and project management costs which were estimated to be incurred in the delivery of all four (4) stages of the Project. As Elected Members are aware, the Council was successful in receiving \$9.9m in grant funding from the Federal Government.

At its meeting held on 22 August 2022, the Council considered a report which outlined the Communications Strategy for this Project, which included information on the scheduling of the whole project, and the scheduling of the grant payments which the Council would receive from the Federal Government and the Reporting Milestones required by the Federal Government.

In summary, this Project is scheduled to be undertaken in four (4) stages, with the redevelopment of St Morris Reserve (incorporating a stormwater detention basin) being undertaken as part of Stage 4.

From a programming/scheduling perspective, the Project is scheduled to be delivered over a number of financial years and this is recognised in the draft 2023-2024 budget.

The four (4) stages comprise the following components:

- **Stage 1** – overland flow interception and trunk drainage capacity upgrades within the suburbs of Stepney and Maylands;
- **Stage 2** – overland flow interception and detention storage within Albemarle Avenue, Trinity Gardens;
- **Stage 3** – overland flow interception and detention storage within Jones Avenue, Trinity Gardens; and
- **Stage 4** – overland flow interception and detention storage (ie Detention Basin) within St Morris Reserve, St Morris.

At its meeting held on 5 December 2022, the Council considered a report on the St Morris Reserve Concept Plan and as set out in the report, the Council was advised of the financial and budgetary implications of this Project.

In summary, the Council was advised of the following:

- The total cost estimate to deliver this Project (i.e. all four stages) is in the order of \$19.8m, of which \$9.9m was obtained from the Federal Government.
- The grant funding would be provided to the Council over four (4) financial years commencing in 2021-2022 and concluding in 2024-2025, as shown in Table 1 below.

TABLE 1: SCHEDULE OF GRANT PAYMENTS

	2021-2022 (\$)	2022-2023 (\$)	2023-2024 (\$)	2024-2025 (\$)
Grant Payment	3,000,000	3,651,827	2,239,081	1,022,266

The cost estimate of each of the four (4) components is set out in **Table 2** below.

TABLE 2: COST ESTIMATES

	Design Stage 1 / Construction Phase 4	Design Stage 2 / Construction Phase 2	Design Stage 3 / Construction Phase 1	Design Stage 4 / Construction Phase 3
Cost Estimate	\$7,402,156	\$5,562,250	\$1,709,397	\$5,152,545

As set out in the report that was considered by the Council at its meeting held on 5 December 2022, the Council's financial contribution for the construction and management of the Project from 2022-2023 to 2024-2025 is set out in **Table 3** below:

TABLE 3: COUNCIL FUNDING

Design Stage	Construction Phase	2022-2023 (\$)	2023-2024 (\$)	2024-2025 (\$)
1	4			4,140,809
2	2	2,562,250		
3	1	1,709,397		
4	3		1,500,718	
Total		\$4,271,647	\$1,500,718	\$4,140,809

The funding details set out in **Table 3** above, have been calculated by subtracting the grant payment for the prior financial year from the construction cost estimates for the Stages being constructed. Grant payments from both the financial year of construction and the previous financial year will be allocated to Stage 1 of the Project.

As Elected Members may recall, the redevelopment of St Morris Reserve, incorporates the construction of a stormwater detention basin, forms part of the Trinity Valley Stormwater Drainage network.

To this end, as Elected Members are aware, the concept design for St Morris Reserve was recently released for consultation and a report on the results of the consultation and final concept plan was considered and approved by the Council at its meeting held on 3 April 2023.

In respect to the current status of the Trinity Gardens Stormwater Drainage Project, a procurement process for Stages 2 and 3 has been completed and are currently being assessed. A report on the tender process and recommended contractor is scheduled to be considered at the July 2023 Council meeting.

Possible Funding Sources

As previously mentioned the total estimated cost of this project is in the order of \$19.8 million, of which 50% or \$9.9 million has been sourced from a Federal Government grant.

Whilst the Council could make a submission for funding from the South Australian Stormwater Management Authority, it is most unlikely that any such submission would be successful, given the limited funding which is provided to the Authority from the State Government, other competing / more urgent projects and the fact that the Council has already secured 50% funding for the Project from the Federal Government.

The status of this project (as at 1 June 2023) is set out in **Attachment D**.

Implementation of The Parade Masterplan

Background

The Parade Masterplan was endorsed by the Council in 2019.

The Parade Masterplan is essentially the design framework to guide the redevelopment of The Parade. The Masterplan is a fundamentally important document to ensure that the redevelopment of The Parade maintains the distinctive and much valued cosmopolitan character of The Parade and its 'sense of place' of The Parade, whilst ensuring that the proposed works aimed at ensuring that The Parade remains contemporary and improves the functionality of the street and its attractiveness.

As the Masterplan cannot be implemented without detailed design documentation, the funds which have been allocated in the 2022-2023 and 2023-2024 Budgets are for the preparation of the design documentation.

Development of the Masterplan involved a number of rounds of community consultation and all of the issues that were raised as part of the consultation process have been taken into consideration.

As part of the Masterplan, George Street is also proposed to be redeveloped and funding for this Project has been separately allocated in the Council's Budget. Preparation of design documentation for the George Street component is well advanced.

In respect to previous Council decisions, the most relevant for the purposes of background information, are set out below:

- At a Special meeting held on 15 May 2019, the Council considered a report on The Parade Masterplan, following the various rounds of community consultation and amongst a number of resolutions involving the Scramble Crossing at the intersection of The Parade and George Street, resolved the following:
 1. *That the final draft of The Parade Masterplan (as contained in Attachment C) be endorsed by the Council with the following amendments:*
 - a. *That the key elements description and drawing of the Fullarton Road intersection on page 60 be revised to reflect the existing intersection arrangement which is proposed to be maintained;*
 - b. *That the key elements description and drawing of the Sydenham Road intersection on page 61 be revised to reflect no right turns from Sydenham Road onto The Parade as per the existing conditions;*
 - c. *That the key elements description and drawing of the Osmond Terrace intersection on page 72 be revised to include the existing bicycle lanes and the existing right turn lanes from Osmond Terrace onto The Parade; and*
 - d. *That a disclaimer be included in The Parade Masterplan stating that the photo montages are for illustration purposes only.*

2. *That the Council supports consideration of the proposal to introduce a peak period (for example 7.30am – 9.00am and 4.00pm – 6.00pm) 'No Right Turn' on both The Parade approaches together with the introduction of a scramble crossing at the intersection of The Parade and George Street, in order to manage queuing and traffic during peak periods.*
3. *That the Chief Executive Officer be authorised to make any minor amendments to The Parade Masterplan, resulting from consideration of this report and as necessary to finalise the document in a form suitable for finalisation and printing.*
4. *That the Council endorses the use of The Parade Masterplan as the basis for the detail design of any proposed streetscape upgrade to The Parade.*
5. *That the Chief Executive Officer be authorised to write to the Department of Planning, Transport and Infrastructure and advise the Department that the Council has endorsed The Parade Masterplan and supports consideration of the proposal to introduce a peak period (for example 7.30am – 9.00am and 4.00pm – 6.00pm) 'No Right Turn' on both The Parade approaches together with the introduction of a scramble crossing at the intersection of The Parade and George Street.*
6. *That as part of the Detail Design Stage of the Project, staff investigate the possibility of installing a scramble crossing at the intersection of Osmond Terrace and The Parade.*

Subsequent to this design and as part of the design development process, at a Special Meeting, the Council considered a report on the tender process associated with the appointment of a consultant to undertake the preparation of detailed design documentation. It should be noted that the process following the Special Council Meeting held on 15 May 2019, was significantly delayed as a result of the issues associated with the Scramble Crossing at the intersection of The Parade and George Street.

Notwithstanding this, at the Special meeting held on 26 October 2021, the Council resolved to appoint Landskap (Consultants) to undertake preparation of the Design Development, Detail Design and Construction Documentation for the implementation of The Parade Masterplan and George Street Upgrade Project.

In accordance with this decision, staff have been working with the appointed Consultants and design work is scheduled to be completed by 30 June 2024 – noting, that completion of the design documentation for the George Street Project has been given priority and is nearing completion.

The funds which have been allocated to The Parade Masterplan Implementation Project are for the preparation of design documents and **not** for construction (noting that the first stage of implementing The Parade Masterplan involves George Street and funds for the construction of this Project have been allocated in the draft 2023-2024 Budget. Design documentation for the George Street Upgrade Project is scheduled to be completed by September 2023.

As contracts with Landskap for the preparation of design documentation have been entered into and work is progressing as endorsed by the Council, this work will need to proceed to its conclusion as scheduled.

In respect to construction of the proposed works, the Long-Term Financial Plan has scheduled the construction works for The Parade to occur over a number of financial years.

Preparation of design documentation is also critical for the purposes of the Project being 'shovel ready' to take advantage of State and Federal grant programs which are likely to be activated in line with State and Federal election cycles. It would not be prudent, or indeed logical, to seek to secure grant funding in the absence of design documentation and robust cost estimates. The Council has always envisioned that grant funding would be required to augment the Council's financial contribution to this Project and discussions with Federal and State Governments' representatives commenced some time ago.

The status of this project (as at 1 June 2023) is set out in **Attachment E**.

George Street Upgrade Project

Background

This Project is essentially the first stage of The Parade Masterplan Implementation Project. TO this end, when the Council endorsed The Parade Masterplan in 2019, the Council also committed funding in its Long-Term Financial Plan to fund the staged implementation of The Parade Masterplan Implementation Project. The first component of works which were identified by the Council was George Street, between its intersection with The Parade and Webbe Street.

In this respect, the Council has allocated \$800,000 towards this Project. Due to the complexities involved as a result of both retrofitting new stormwater infrastructure and ensuring that businesses are not impacted unnecessarily by the construction works, completion of the detailed design and construction documentation is currently behind schedule.

In this respect, detailed design and construction documentation for the stormwater infrastructure is almost finalised and it is scheduled to be released for tender in September 2023 with construction scheduled to take place and completed by the end of November 2023, or if this is not achievable, construction will commence at the end of January 2024, noting that construction during the Christmas/New Year/school holidays period will need to be avoided.

Construction of the George Street Upgrade will then take place following completion of the stormwater infrastructure component. At this stage, staff have been requested to schedule decision-making milestones and construction times, so that the entire Project is substantially completed by 30 June 2024.

The status of this project (as at 1 June 2023) is set out in **Attachment F**.

River Torrens Linear Park Shared Path Enhancement – Stage 2

Background

The River Torrens Linear Park Shared Path is a shared use path (ie. pedestrians and cyclists) that follows the River Torrens from the suburb of Athelstone to the River outlet at Henley Beach South and is approximately 30km in length. Each Council is responsible for the maintenance and improvement of the path within their respective Local Government Areas.

The area of path that this Council maintains, stretches approximately five (5) kilometres, between the suburbs of Felixstow and College Park.

In March 2020, a 2.5 kilometre section of the path was upgraded from Felixstow to Royston Park, as part of Stage 1 of the Linear Park Shared Path Enhancement Project.

As part of the 2021-2022 Budget, the Council allocated \$40,000 to prepare the detailed design and construction documentation for Stage 2.

This work was subsequently completed and as Elected Members may recall, at its meeting held on 6 February 2023, the Council considered a report on the tender process associated with the construction of Stage 2.

The contract was awarded to Plotworks and construction is scheduled to be completed in December 2023.

The total budget for this Project is \$3,288,131.

The status of this project (as at 1 June 2023) is set out in **Attachment G**.

Dunstan Adventure Playground Upgrade

Background

The Dunstan Adventure Playground is one of four (4) Regional Level Playgrounds within the City of Norwood Payneham & St Peters. The objective of this Project is to redevelop the playground based on an adventure play theme, whilst maintaining some of the key elements.

The total budget for this Project is \$1,926,309 of which \$450,000 has been secured from the State Government. As part of these funding arrangements, the Council is required to complete this Project by 30 September 2023, following the granting of an extension by the State Government.

As Elected Members will recall, at its meeting held on 5 December 2022, the Council considered the results of a tender process for the construction of this Project and resolved to appoint Plotworks as the main contractor.

As all tenders that were received exceeded the initial Project budget, an increase of \$600,000 was approved by the Council.

Construction commenced in February 2023

The status of this project (as at 1 June 2023) is set out in **Attachment H**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**
The Council requested this report at its meeting held on 8 May 2023.
- **Community**
Not Applicable.
- **Staff**
Not Applicable.
- **Other Agencies**
Not Applicable.

OPTIONS

Not Applicable.

CONCLUSION

Not Applicable.

COMMENTS

Not Applicable.

RECOMMENDATION

That the report be received and noted.

Attachments – Item 11.8

Attachment A

2023-2024 Capital Projects

City of Norwood Payneham & St Peters
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City of
**Norwood
Payneham
& St Peters**

PROJECT: PAYNEHAM MEMORIAL SWIMMING CENTRE REDEVELOPMENT

UNIT LEAD: City Projects

PROJECT DESCRIPTION

Redevelopment of the Payneham Memorial Swimming Centre to a state-of-the-art swimming and aquatic facility, including two (2) new swimming pools and a number of water play features.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Endorsed by Council on 3 May 2021
Detail Design & Documentation	Completed	-	Design by dwp Architects Detail Design endorsed May 2022. Documentation completed in May 2023.
Tender	In Progress	July 2023	6 REOI submissions were received in July 2022. A Select Tender will occur with 5 tenderers in June 2023.
Contract Award	Not Started	August 2023	Tender pricing is expected to exceed the budget
Construction	Not Started	December 2024	15 month construction period anticipated

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Design		Tender		Contract Award		Pre-construction		Construction			Maintenance	

BUDGET & EXPENDITURE (Design & Construction)

APPROVED BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$24,000,000	\$18,400,000	\$5,600,000	\$740,303	3.1%	\$23,259,687

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Major	Extreme (4)	Costs over budget by 10-20% due to price escalation or non-competitive tenders
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

As previously advised, the Council secured \$5.6 million from the State Government to assist with the delivery of the redevelopment. The Project is required to be completed by 30 June 2023. Council staff are currently liaising with the State Government to amend the Grant Deed and obtain the Treasurer's approval to extend the delivery deadline for the Project. Based on the advice received, there is not a risk to losing the existing grant funding.

In order to obtain competitive tenders in the current market, a two stage tender process is being undertaken. The tender documents are currently being finalised for the Select Tender process.

The Prudential Management Report was considered by the Council's Audit & Risk Committee at its meeting held on 15 May 2023.

Attachment B

2023-2024 Capital Projects

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City of
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& St Peters

PROJECT: CRUICKSHANK RESERVE FACILITY UPGRADE

UNIT LEAD: City Projects

PROJECT DESCRIPTION

Cruickshank Reserve, located in Maylands, contains tennis and netball playing courts, a playground, small clubroom and toilets. The Council will replace the existing clubroom and toilets with a fit-for-purpose building to support tennis, netball and other recreation activities at the Reserve.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Presented to Council at the 7 March 2022 meeting
Detail Design & Documentation	Completed	-	Designed by Flightpath Architects, MLEI and Trinamic
Tender	Completed	-	REOI with 7 submissions received, followed by select tender with 3 tenders received
Contract Award	In Progress	June 2023	Approved at April 2023 Council meeting
Construction	Not Started	December 2023	6 month construction period

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Design		Tender		Contract Award		Pre-construction		Construction		Maintenance		

BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$889,000	\$0	\$889,000	\$86,409	9.7%	\$802,591

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to inflation and site constraints
Construction Timeframe	Almost Certain	Moderate	High (8)	Completion of project after <i>LRCI Program</i> deadline

COMMENTS

The Council received \$889,000 in funding from Phase 3 of the Australian Government's *Local Roads and Community Infrastructure Program*. The Eligible Construction Time Period (ECTP) for Phase 3 was extended to 30 June 2024.

As previously advised, all tenders which were received exceed the project budget. A budget increase of \$450,000 was approved by the Council at its meeting in April 2023. Council staff have successfully negotiated the final details of the contract with the preferred Tenderer, Mykra. The contract will be executed in June 2023, with works commencing in late June or early July 2023.

Attachment C

2023-2024 Capital Projects

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City of
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Payneham
& St Peters

PROJECT: BURCHELL RESERVE UPGRADE

UNIT LEAD: City Projects

PROJECT DESCRIPTION

The redevelopment of Burchell Reserve will provide a contemporary setting, whilst improving the amenity of the Reserve through new community tennis courts, seating, refurbished toilets and landscaping that will create a gathering point for the community and encourage social interaction. Stormwater detention will also be undertaken as part of the Reserve upgrade.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Endorsed by Council on 7 June 2021
Detail Design & Documentation	Completed	-	Designed by Outerspace, FMG and Trinamic
Tender	Completed	-	Open tender with 6 tenders received
Contract Award	In Progress	June 2023	Approved at April 2023 Council meeting
Construction	Not Started	May 2024	8 month construction period

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024

Key

Design	Tender	Contract Award	Pre-construction	Construction	Maintenance
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BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$2,711,387	\$2,291,387	\$420,000	\$129,441	4.8%	\$2,581,946

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to inflation and site constraints
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

The Council secured \$420,000 in grant funding from the Australian Government's *National Flood Mitigation Infrastructure Program* to assist with the deliver of the stormwater upgrades on Stephen Terrace and Burchell Reserve. Staff applied for \$381,000 in grant funding as part of the State Government's *Community Recreation and Sports Facilities Program 2022-2023*. The Council was notified in April 2023 that its application was unsuccessful.

As previously advised, all tenders which were received exceed the project budget. A budget increase of \$1,300,000 was approved by the Council at its meeting in April 2023, which allows for concrete storage tanks to be installed in lieu of plastic tanks. Council staff are currently negotiating the final details of the contract with the preferred Tenderer, Beltrame Civil. The contract is expected to be executed in June 2023, with works commencing in September 2023. The start date of the project has been postponed to avoid major earthworks and stormwater installation during the winter season.

Attachment D

2023-2024 Capital Projects

City of Norwood Payneham & St Peters
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City of
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& St Peters

PROJECT: TRINITY VALLEY DRAINAGE UPGRADE
UNIT LEAD: City Assets

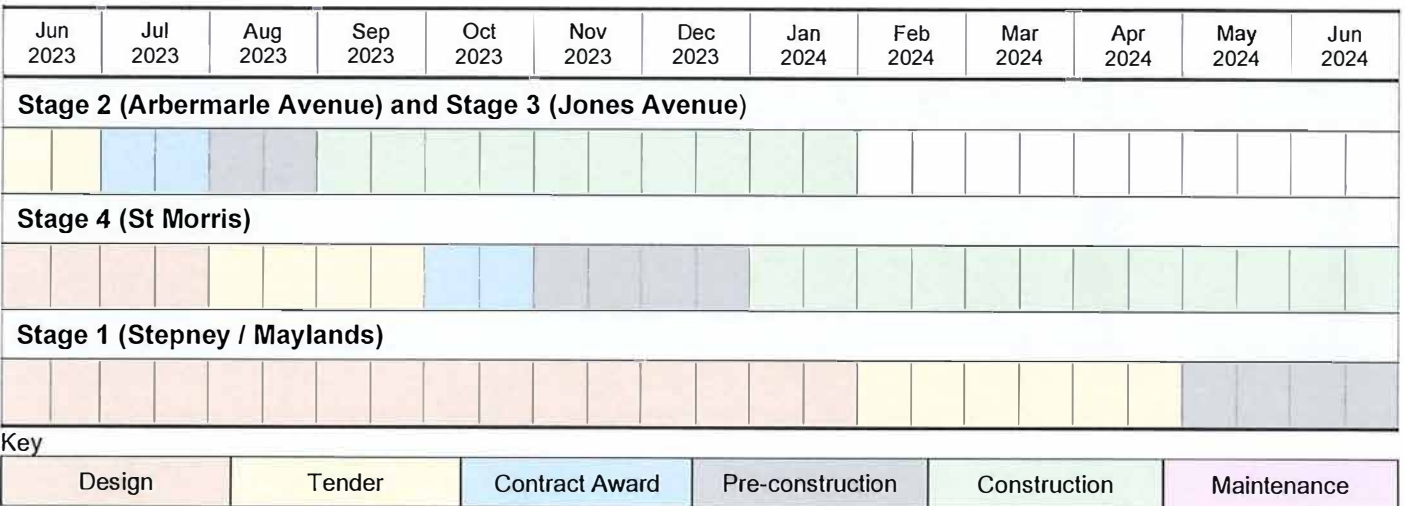
PROJECT DESCRIPTION

The Trinity Valley Drainage Upgrade Project is part of the Council's Stormwater Drainage Program, which involves enhancement of the City's stormwater drainage network as identified in the City-Wide Floodplain Mapping project. The Project will be delivered in multiple stages over multiple financial years. The stages are proposed to be delivered in the following order: Stage 2 (Arbermarle Avenue) and Stage 3 (Jones Avenue), Stage 4 (St Morris) and Stage 1 (Stepney / Maylands).

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Design	In Progress	February 2024	Design by Cardno
Tender	In Progress	May 2024	Three (3) separate open tenders
Construction	Not Started	March 2025	Refer to timeline.

PROJECT TIMELINE



BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$19,826,348	\$9,913,174	\$9,913,174	\$245,746	1.2%	\$19,580,642

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to inflation
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

The Council has secured \$9,913,174 in funding from the Australian Government's *Preparing Australian Communities – Local Stream Grant Program* to reduce the impact of future natural hazards (e.g. floods) and the burden (cost and time) of recovery following future disasters.

Tenders for Stages 2 and 3 have been received and are currently being assessed. A tender selection report will be prepared for the Council's consideration at its July 2023 meeting.

Attachment E

2023-2024 Capital Projects

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City of
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& St Peters

PROJECT: THE PARADE MASTERPLAN IMPLEMENTATION

UNIT LEAD: City Projects

PROJECT DESCRIPTION

The Council endorsed The Parade Masterplan in 2019, as its planning and design framework that will help guide future works on the mainstreet. The Masterplan focusses on the retention of the distinctive and well liked cosmopolitan character of The Parade, whilst proposing a number of new interventions that improve the street function and attractiveness.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Endorsed by Council with The Parade Masterplan in 2019
Design Development	In Progress	June 2024	Design by Landskap, Dryside Engineering will commence following the completion of the design for George Street.

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024

Key

Design	Tender	Contract Award	Pre-construction	Construction	Maintenance
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BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$1,450,042	\$1,450,042	\$0	\$251,143	17.3%	\$1,198,899

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to price escalation or non-competitive tenders
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe
Reputational	Almost Certain	Moderate	High (8)	Impacts to stakeholder operations and community access to the precinct due to construction works

COMMENTS

In December 2021, Landskap and Dryside Engineering were engaged by the Council as the lead consultants to undertake the design development for The Parade including George Street and the detail design and documentation for George Street between The Parade and Webbe Street.

The consultants have so far completed a site inventory and analysis, which will be used to inform the design development and detailed design. This work includes completing a detailed engineering survey, undertaking traffic counts and reviewing other South Australian main street upgrades to identify what has and has not worked. The design development for The Parade Redevelopment is temporarily on hold until the George Street Upgrade Project detailed design and documentation is completed.

Attachment F

2023-2024 Capital Projects

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City of
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PROJECT: GEORGE STREET UPGRADE

UNIT LEAD: City Projects

PROJECT DESCRIPTION

The George Street Upgrade will be the first stage of The Parade Masterplan implementation. As part of endorsing The Parade Masterplan in 2019, the Council also committed funding in its long term financial plan to fund the staged implementation of The Parade upgrade works. The first portion of works identified by the Council has been designated as George Street, between The Parade intersection and Webbe Street.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Design by Landskap, Dryside Engineering.
Detail Design & Documentation	In Progress	September 2023	Stormwater Upgrade design (early works) to be completed in July 2023
Tender	Not Started	November 2023	Stormwater Upgrade to be tendered as early works package in August-September 2023
Contract Award	Not Started	January 2024	Two (2) separate open tenders
Construction	Not Started	Spring 2024	No works to be scheduled during Christmas or Easter Trading periods

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024					
Stormwater Upgrade (George & Harris Streets)																	
Streetscape Upgrade																	
Key																	
Design			Tender			Contract Award			Pre-construction			Construction			Maintenance		

BUDGET & EXPENDITURE (Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$800,000	\$800,000	\$0	\$0	0%	\$800,000

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to price escalation or non-competitive tenders
Reputational	Almost Certain	Moderate	High (8)	Impacts to stakeholder operations and community access to the precinct due to construction works
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

As the Council has allocated \$800,000 for implementing the George Street Upgrade Project, the detail design and documentation for the George Street Upgrade Project has been prioritised ahead of the design work for The Parade, noting that George Street forms part of The Parade Masterplan. Due to the complexities associated with due diligence investigations and stormwater modelling, the detail design and documentation for the George Street Upgrade Project is behind schedule. It is anticipated that the construction documentation will be completed in September 2023.

The construction will need to be undertaken in multiple stages as separate works packages to accommodate third party enabling works (e.g. water, power, etc.), stormwater drainage works and streetscape upgrade works.

Preliminary meetings with stakeholders who may be impacted by the construction works are ongoing to understand their operational requirements during the construction of the works. These discussions are continuing and the information gathered will be incorporated into the construction tender and a strategy and communications plan for the project.

In accordance with this timeframe, it is expected that the first stage of construction will commence in early 2024 following the Christmas trading period.

Attachment G

2023-2024 Capital Projects

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City of
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& St Peters

PROJECT: RIVER TORRENS LINEAR PARK SHARED PATH ENHANCEMENT – STAGE 2

UNIT LEAD: City Assets

PROJECT DESCRIPTION

The *River Torrens Linear Park Shared Path Enhancement – Stage 2* project involves the reconstruction of the shared path along the River Torrens Linear Park between Twelfree Reserve and the intersection of Battams Road / Ninth Avenue. The project will deliver an upgraded shared path with LED lighting that is fully compliant with Austroads and Australian Standards, and will increase pedestrian and cyclist capacity whilst also improving safety and accessibility for all ages and abilities.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Completed in December 2021
Detail Design & Documentation	Completed	-	Design by Tonkin Engineering
Tender	Completed	-	Open tender with 2 tenders received
Contract Award	Completed	-	Awarded to Plotworks
Construction	In Progress	December 2023	Construction completed between St Peters River Park and Harrow Road. Works from Harrow Road to Twelfree Reserve will take approximately 9 months.

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	
Key													
Design			Tender			Contract Award		Pre-construction		Construction		Maintenance	

BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$3,288,131	\$1,938,131	\$1,350,000	\$322,433	9.8%	\$2,965,698

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Major	High (8)	Costs over budget by 10-20% due to price escalation or non-competitive tenders
Construction Timeframe	Almost Certain	Moderate	High (10)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

The Council has secured \$1,350,000 from the State Government to assist with the delivery of this project. An extension of teim has been received. The Project is currently under construction and on-track to be completed by the 1 January 2024 deadline.

Attachment H

2023-2024 Capital Projects

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

PROJECT: DUNSTAN ADVENTURE PLAYGROUND UPGRADE

UNIT LEAD: City Projects

PROJECT DESCRIPTION

The Dunstan Adventure Playground is one of four regional level playgrounds within the City of Norwood Payneham & St Peters. The intent of this project is to redevelop the Playground based on an adventure play theme, whilst maintaining some of the key elements that are well loved by the broader Adelaide community.

PROJECT OVERVIEW

MILESTONE	STATUS	PROJECTED COMPLETION	COMMENTS
Concept Design	Completed	-	Endorsed by Council (4 April 2022)
Detail Design & Documentation	Completed	-	Design by Clover, MLEI and Trinamic
Tender	Completed	-	Open tender with 5 tenders received
Contract Award	Completed	-	Awarded to Plotworks
Construction	In Progress	December 2023	7-8 months site construction

PROJECT TIMELINE

Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024

Key

Design	Tender	Contract Award	Pre-construction	Construction	Maintenance
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BUDGET & EXPENDITURE (Design & Construction)

ANNUAL BUDGET	COUNCIL	GRANT FUNDING	AMOUNT SPENT	% SPENT	REMAINING
\$1,926,309	\$1,476,309	\$450,000	\$504,149	26.2%	\$1,422,160

KEY RISKS AND ISSUES

RISK / ISSUE	LIKELIHOOD	CONSEQUENCE	RATING	DESCRIPTION
Financial	Almost Certain	Moderate	High (8)	Costs over budget due to price escalation or non-competitive tenders
Construction Timeframe	Almost Certain	Moderate	High (8)	Potential for weather delays in winter and long lead times for products could extend construction timeframe

COMMENTS

The Council secured \$450,000 from the State Government to assist with the delivery of this project. The Council received an extension of time. The Project is now required to be completed by 30 September 2023.

As previously advised, all tenders which were received exceed the project budget. A budget increase of \$600,000 was approved by the Council at its meeting in December 2022.

Construction work commenced on-site in February 2023. Contaminated soil has been found during excavation. Remediation activities has resulted in delays to the construction program. It is now anticipated that the project will not be completed until December 2023. Another extension of time will be requested from the State Government.

Some redesign has been undertaken to minimise excavation on-site where there is a likelihood of finding more asbestos contamination, thereby reducing the potential impact of further cost and delays to complete the project.

**Section 3 – Governance & General
Reports**

11.9 DEED OF VARIATION - COMMONWEALTH HOME SUPPORT PROGRAM

REPORT AUTHOR: Manager, Community Services
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4600
FILE REFERENCE: qA64449
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present to the Council for its endorsement, the Federal Government's Deed of Variation for services and programs which are delivered by the Council as part of the Commonwealth Home Support Program (CHSP).

BACKGROUND

As Elected Members are aware, the Council currently receives funding from the Federal Government's Department of Health, to deliver a range of home support services to older citizens living in the City, through the Commonwealth Home Support Program. The current Grant Agreement expires on 30 June 2023.

The Federal Government has advised that a new at Home Support Program (the Program) will replace the Commonwealth Home Support Program and Home Care Packages. The Program was initially due to commence from 1 July 2024, however, the Federal Government has extended the commencement date to 1 July 2025, as the Program will not be ready by the original scheduled date.

The Federal Government has yet to release the full details of the new program. To allow for time to transition to the new model a new Deed of Variation and Grant Agreement has been issued by the Federal Government's Department of Health to extend the Council's funding until 30 June 2024.

The funds will continue to be used to support the co-ordination and delivery of home support services (i.e. Domestic Assistance, Home Maintenance, Personal Care and Home Modifications) and social support programs (i.e. Shopping Transport, Excursions and Strength and Balance) to older citizens living in the City.

A copy of the Deed of Variation and Standard Grant Agreement is contained within **Attachment A**.

The Deed of Variation requires the Council's endorsement.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Social Equity

Objective

1.1 Convenient and accessible services, information and facilities.

Strategy

1.1.2 Maximise access to services, facilities and information

Older citizens and their Carers will be able to gain access to services and programs to support them to remain in their homes and remain connected to the community, through funding provided by the Australian Government

FINANCIAL AND BUDGET IMPLICATIONS

Funding provided by the Federal Government for the Council's Home Support Program, is directly allocated to services and programs. The Council will receive an estimated \$1,064.228 for the period 1 July 2023 – 30 June 2024.

This funding is subject to the Federal Government's Department of Health receiving a signed and sealed Deed of Variation.

DISCUSSION

The Council's current Grant Agreement is for Home Support Services covering the period 1 July 2022 to 30 June 2023. A new Deed of Variation and Standard Grant Agreement has now been issued to the Council for the period 1 July 2023 - 30 June 2024.

The new Grant Agreement provides flexibility to enable the Council to re-allocate up to 50% of its funding across types of services in order to meet demand. In this regard, the Council will be able to reallocate funds from services which have had a decline in demand to other services where demand is increasing without requiring the approval from the relevant Department of Health Grant Manager. For example if there is a high demand for Personal Care and the funding available has reached its limit , funds can be transferred from another service's funding such as Transport (that may have experienced a decline in demand) to Personal Care to enable the Council to provide additional services.

To ensure that the Council continues to receive funding support for these important services, the Deed of Variation must be signed and sealed in accordance with the Federal Government's Department of Health requirements.

RECOMMENDATION

That the Mayor and Chief Executive Officer be authorised to sign and seal the Federal Government's Department of Health's Deed of Variation, as contained within Attachment A.

Attachments – Item 11.9

Attachment A

Deed of Variation Commonwealth Home Support Program

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



Australian Government

Department of Health and Aged Care

Organisation ID:	1-5U9-46
Agreement ID:	4-7SAKE7N
Program Schedule ID:	4-7SY14SD

Deed of Variation in relation to Aged Care Services

1. Date

This Deed is made on

2. Parties

This Deed is made between:

1. The Commonwealth, as represented by Department of Health and Aged Care, ABN 83 605 426 759 (the 'Commonwealth'); and
2. The City of Norwood Payneham and St Peters, ABN 11 390 194 824 (the 'Grantee').

3. Context

- A. The Parties entered in an agreement on 7 May 2018 under which the Commonwealth gave a Grant to the Grantee for Aged Care Services (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the terms and conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

Funding for existing Activities under this Agreement is adjusted as per the table below. This table shows only those existing Activities with funding varied under this Deed:

Activity Name	Activity Id	Financial Year	Current Grant Amount (excl. GST)	Variation Amount (excl. GST)	New Total Grant Amount (excl. GST)
Personal Care - Community and Home Support	4-7WHPZSH	2018-2019	\$14,610.65	\$0.00	\$14,610.65
Personal Care - Community and Home Support	4-7WHPZSH	2019-2020	\$14,829.81	\$0.00	\$14,829.81
Personal Care - Community and Home Support	4-7WHPZSH	2020-2021	\$15,052.26	\$0.00	\$15,052.26
Personal Care - Community and Home Support	4-7WHPZSH	2021-2022	\$15,308.15	\$0.00	\$15,308.15

Personal Care - Community and Home Support	4-7WHPZSH	2022-2023	\$15,537.77	\$0.00	\$15,537.77
Personal Care - Community and Home Support	4-7WHPZSH	2023-2024	\$0.00	\$16,830.00	\$16,830.00
Social Support - Group - Community and Home Support	4-7WKLVAP	2018-2019	\$62,617.08	\$0.00	\$62,617.08
Social Support - Group - Community and Home Support	4-7WKLVAP	2019-2020	\$63,556.34	\$0.00	\$63,556.34
Social Support - Group - Community and Home Support	4-7WKLVAP	2020-2021	\$64,509.69	\$0.00	\$64,509.69
Social Support - Group - Community and Home Support	4-7WKLVAP	2021-2022	\$65,606.35	\$0.00	\$65,606.35
Social Support - Group - Community and Home Support	4-7WKLVAP	2022-2023	\$66,590.45	\$0.00	\$66,590.45
Social Support - Group - Community and Home Support	4-7WKLVAP	2023-2024	\$0.00	\$69,919.98	\$69,919.98
Social Support - Individual - Community and Home Support	4-7WKLVK2	2018-2019	\$26,799.93	\$0.00	\$26,799.93
Social Support - Individual - Community and Home Support	4-7WKLVK2	2019-2020	\$27,201.93	\$0.00	\$27,201.93
Social Support - Individual - Community and Home Support	4-7WKLVK2	2020-2021	\$27,609.96	\$0.00	\$27,609.96
Social Support - Individual - Community and Home Support	4-7WKLVK2	2021-2022	\$28,079.33	\$0.00	\$28,079.33
Social Support - Individual - Community and Home Support	4-7WKLVK2	2022-2023	\$28,500.52	\$0.00	\$28,500.52
Social Support - Individual - Community and Home Support	4-7WKLVK2	2023-2024	\$0.00	\$29,925.55	\$29,925.55
Transport - Community and Home Support	4-7WKLVSV	2018-2019	\$133,583.09	\$0.00	\$133,583.09
Transport - Community and Home Support	4-7WKLVSV	2019-2020	\$135,586.84	\$0.00	\$135,586.84
Transport - Community and Home Support	4-7WKLVSV	2020-2021	\$137,620.64	\$0.00	\$137,620.64
Transport - Community and Home Support	4-7WKLVSV	2021-2022	\$139,960.19	\$0.00	\$139,960.19
Transport - Community and Home Support	4-7WKLVSV	2022-2023	\$142,059.59	\$0.00	\$142,059.59
Transport - Community and Home Support	4-7WKLVSV	2023-2024	\$0.00	\$157,682.16	\$157,682.16

Domestic Assistance - Community and Home Support	4-7WJL25Z	2018-2019	\$580,406.65	\$0.00	\$580,406.65
Domestic Assistance - Community and Home Support	4-7WJL25Z	2019-2020	\$589,112.75	\$0.00	\$589,112.75
Domestic Assistance - Community and Home Support	4-7WJL25Z	2020-2021	\$597,949.44	\$0.00	\$597,949.44
Domestic Assistance - Community and Home Support	4-7WJL25Z	2021-2022	\$608,114.58	\$0.00	\$608,114.58
Domestic Assistance - Community and Home Support	4-7WJL25Z	2022-2023	\$617,236.30	\$0.00	\$617,236.30
Domestic Assistance - Community and Home Support	4-7WJL25Z	2023-2024	\$0.00	\$648,098.12	\$648,098.12
Home Maintenance - Community and Home Support	4-7WK235O	2018-2019	\$110,623.50	\$0.00	\$110,623.50
Home Maintenance - Community and Home Support	4-7WK235O	2019-2020	\$112,282.85	\$0.00	\$112,282.85
Home Maintenance - Community and Home Support	4-7WK235O	2020-2021	\$113,967.09	\$0.00	\$113,967.09
Home Maintenance - Community and Home Support	4-7WK235O	2021-2022	\$115,904.53	\$0.00	\$115,904.53
Home Maintenance - Community and Home Support	4-7WK235O	2022-2023	\$117,643.10	\$0.00	\$117,643.10
Home Maintenance - Community and Home Support	4-7WK235O	2023-2024	\$0.00	\$123,525.26	\$123,525.26
Home Modifications - Community and Home Support	4-7WK6LIV	2018-2019	\$16,341.40	\$0.00	\$16,341.40
Home Modifications - Community and Home Support	4-7WK6LIV	2019-2020	\$16,586.52	\$0.00	\$16,586.52
Home Modifications - Community and Home Support	4-7WK6LIV	2020-2021	\$16,835.32	\$0.00	\$16,835.32
Home Modifications - Community and Home Support	4-7WK6LIV	2021-2022	\$17,121.52	\$0.00	\$17,121.52
Home Modifications - Community and Home Support	4-7WK6LIV	2022-2023	\$17,378.34	\$0.00	\$17,378.34
Home Modifications - Community and Home Support	4-7WK6LIV	2023-2024	\$0.00	\$18,247.26	\$18,247.26
Total			\$4,872,724.46	\$1,064,228.33	\$5,936,952.79

Funding amounts in the table above include the Social, Community, Home Care and Disability Services (SACS) Industry Award 2010 supplementation for eligible Activities. Specific SACS dollar amounts are listed in the Schedule.

This variation extends the provider's agreement for service delivery until the end of 2023-24 financial year.

Revised payment amounts, reporting milestones and other detailed amendments resulting from this Deed are described in the Program Schedule, including any attachments, enclosed.

5. Entire agreement and interpretation

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Signatures

Organisation ID:	1-5U9-46
Agreement ID:	4-7SAKE7N
Program Schedule ID:	4-7SY14SD

Executed as a deed

Signed, sealed and delivered for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health and Aged Care, ABN 83 605 426 759 in the presence of:

(Name of Departmental Representative)

(Signature of Departmental Representative)

...../...../.....

(Position of Departmental Representative)

(Name of Witness in full)

(Signature of Witness)

...../...../.....

Signed, sealed and delivered by The City of Norwood Payneham and St Peters, ABN 11 390 194 824 in accordance with its rules, and who warrants that he/she is authorised to sign this Deed:

(Name and position held by Signatory)

(Signature)

...../...../.....

(Name and position held by second Signatory/Name of Witness)

(Signature of second Signatory/Witness)

...../...../.....

Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. If requested by you, the words ‘as trustee of the XXX Trust’ could be included at the end of the name.

Schedule – Amendments to the Agreement

- *The Program Schedule 4-7SY14SD is deleted and replaced with the updated Program Schedule 4-7SY14SD enclosed.*



Australian Government

Department of Health

**Commonwealth
Standard Grant Agreement**

between

the Commonwealth represented by
Department of Health and Aged Care

and

The City of Norwood Payneham and St
Peters

Grant Agreement 4-7SAKE7N

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	The City of Norwood Payneham and St Peters
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Local Government
Trading or business name	The City of Norwood Payneham and St Peters
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	11 390 194 824
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	175 The Parade, NORWOOD SA 5067
Relevant business place (if different)	
Telephone	08 8663 4600
Fax	08 8332 6338
Email	rbusolin@npsp.sa.gov.au

The Commonwealth

The Commonwealth of Australia represented by Department of Health and Aged Care
 23 Furzer Street PHILLIP ACT 2606
 ABN 83 605 426 759

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	1-5U9-46
Agreement ID:	4-7SAKE7N
Schedule ID:	4-7SY14SD

A. Purpose of the Grant

The purpose of the Grant is to:

Provide funding to deliver the Activities described in Item B. Grant Activity in accordance with the objectives of the Commonwealth Home Support Programme:

- Provide high quality support services at a low intensity on a short-term or ongoing basis; or higher intensity services delivered on a short-term or episodic basis to eligible frail older people (65 years and over or 50 years and over for Aboriginal and Torres Strait Islander people) to maximise their independence at home and in the community.
- Support frail older people or prematurely aged people (50 years and over or 45 years and over for Aboriginal and Torres Strait Islander people) who are on a low income and who are homeless or at risk of homelessness through linking to appropriate and sustainable housing, community care and other support services.
- Support frail older people through the delivery of planned respite activities which allow carers to take a break from their usual caring responsibilities.
- Support the development of the home support aged care service system that meets the aims of the Commonwealth Home Support Programme and broader aged care system.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Aged Care Services program.

Personal Care - Community and Home Support - 4-7WHPZSH

B. Grant Activity

Objective

To provide frail, older people with support in activities of daily living that help them maintain appropriate standards of hygiene and grooming.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$92,168.64* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$14,610.65
2019-2020	\$14,829.81
2020-2021	\$15,052.26
2021-2022	\$15,308.15
2022-2023	\$15,537.77
2023-2024	\$16,830.00

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$3,598.68	\$0.00	\$3,598.68
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$3,598.68	\$0.00	\$3,598.68
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$3,598.68	\$0.00	\$3,598.68

Indexation 2018-19 back payment	1 April 2019	\$161.94	\$0.00	\$161.94
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$3,652.67	\$0.00	\$3,652.67
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$3,652.66	\$0.00	\$3,652.66
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$3,652.66	\$0.00	\$3,652.66
Indexation 2019-20 back payment	1 October 2019	\$109.58	\$0.00	\$109.58
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$3,707.45	\$0.00	\$3,707.45
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$3,707.46	\$0.00	\$3,707.46
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$3,763.07	\$0.00	\$3,763.07
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$3,763.07	\$0.00	\$3,763.07
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$3,763.07	\$0.00	\$3,763.07
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$3,763.05	\$0.00	\$3,763.05
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$3,827.04	\$0.00	\$3,827.04
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$3,827.04	\$0.00	\$3,827.04

Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$3,827.04	\$0.00	\$3,827.04
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$3,827.03	\$0.00	\$3,827.03
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$1,295.85	\$0.00	\$1,295.85
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$1,295.85	\$0.00	\$1,295.85
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$1,295.85	\$0.00	\$1,295.85
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$1,295.85	\$0.00	\$1,295.85
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$1,294.30	\$0.00	\$1,294.30

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$1,294.30	\$0.00	\$1,294.30
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$1,294.27	\$0.00	\$1,294.27
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$1,403.62	\$0.00	\$1,403.62
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$1,403.62	\$0.00	\$1,403.62
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$1,403.62	\$0.00	\$1,403.62
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$1,403.62	\$0.00	\$1,403.62

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$1,401.94	\$0.00	\$1,401.94
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$1,401.94	\$0.00	\$1,401.94
Total Amount		\$92,168.64	\$0.00	\$92,168.64

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2019 to 31 December 2019 as described in Item E.1 Performance Reports.	30 January 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2020 to 30 June 2020 as described in Item E.1 Performance Reports.	30 July 2020
Other Report	Unspent funds stocktake for 2019/20 financial year	7 August 2020
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2019 to 30 June 2020 as described in Item E.1 Performance Reports.	30 November 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2020 to 31 December 2020 as described in Item E.1 Performance Reports.	30 January 2021
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Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2020 to 30 June 2021 as described in item E.1 Performance Reports.	31 October 2021

Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2021 to 31 December 2021 as described in Item E.1 Performance Reports.	28 February 2022
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2022 to 30 June 2022 as described in Item E.1 Performance Reports.	30 July 2022
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2022 to 30 July 2022 as described in Item E.1 Performance Reports.	14 August 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2022 to 31 August 2022 as described in Item E.1 Performance Reports.	14 September 2022
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2022 to 31 December 2022 as described in Item E.1 Performance Reports.	14 January 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2023 to 31 January 2023 as described in Item E.1 Performance Reports.	14 February 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2023 to 31 July 2023 as described in Item E.1 Performance Reports.	14 August 2023
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2024 to 29 February 2024 as described in Item E.1 Performance Reports.	14 March 2024
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Social Support - Group - Community and Home Support - 4-7WKL VAP

B. Grant Activity

Objective

To assist frail, older people to participate in community life and feel socially included through structured, group-based activities that develop, maintain or support independent living and social interaction.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$392,799.89* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$62,617.08
2019-2020	\$63,556.34
2020-2021	\$64,509.69
2021-2022	\$65,606.35
2022-2023	\$66,590.45
2023-2024	\$69,919.98

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$15,422.93	\$0.00	\$15,422.93
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$15,422.93	\$0.00	\$15,422.93
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$15,422.93	\$0.00	\$15,422.93

Indexation 2018-19 back payment	1 April 2019	\$694.04	\$0.00	\$694.04
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$15,654.25	\$0.00	\$15,654.25
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$15,654.27	\$0.00	\$15,654.27
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$15,654.27	\$0.00	\$15,654.27
Indexation 2019-20 back payment	1 October 2019	\$469.64	\$0.00	\$469.64
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$15,889.08	\$0.00	\$15,889.08
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$15,889.08	\$0.00	\$15,889.08
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$16,127.42	\$0.00	\$16,127.42
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$16,127.42	\$0.00	\$16,127.42
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$16,127.42	\$0.00	\$16,127.42
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$16,127.43	\$0.00	\$16,127.43
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$16,401.59	\$0.00	\$16,401.59
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$16,401.59	\$0.00	\$16,401.59

Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$16,401.59	\$0.00	\$16,401.59
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$16,401.58	\$0.00	\$16,401.58
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$5,553.64	\$0.00	\$5,553.64
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$5,553.64	\$0.00	\$5,553.64
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$5,553.64	\$0.00	\$5,553.64
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$5,553.64	\$0.00	\$5,553.64
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$5,546.98	\$0.00	\$5,546.98

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$5,546.98	\$0.00	\$5,546.98
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$5,547.03	\$0.00	\$5,547.03
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$5,831.33	\$0.00	\$5,831.33
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$5,831.33	\$0.00	\$5,831.33
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$5,831.33	\$0.00	\$5,831.33
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$5,831.33	\$0.00	\$5,831.33

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$5,824.33	\$0.00	\$5,824.33
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$5,824.35	\$0.00	\$5,824.35
Total Amount		\$392,799.89	\$0.00	\$392,799.89

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2023 to 31 July 2023 as described in Item E.1 Performance Reports.	14 August 2023
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2024 to 29 February 2024 as described in Item E.1 Performance Reports.	14 March 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2024 to 31 March 2024 as described in Item E.1 Performance Reports.	14 April 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Social Support - Individual - Community and Home Support - 4-7WKLVK2

B. Grant Activity

Objective

To assist frail, older people to participate in community life and feel socially included through meeting their need for social contact and company.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>).

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$168,117.22* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$26,799.93
2019-2020	\$27,201.93
2020-2021	\$27,609.96
2021-2022	\$28,079.33
2022-2023	\$28,500.52
2023-2024	\$29,925.55

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$6,600.97	\$0.00	\$6,600.97
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$6,600.97	\$0.00	\$6,600.97
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$6,600.97	\$0.00	\$6,600.97

Indexation 2018-19 back payment	1 April 2019	\$297.05	\$0.00	\$297.05
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$6,699.97	\$0.00	\$6,699.97
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$6,699.98	\$0.00	\$6,699.98
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$6,699.98	\$0.00	\$6,699.98
Indexation 2019-20 back payment	1 October 2019	\$201.00	\$0.00	\$201.00
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$6,800.48	\$0.00	\$6,800.48
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$6,800.49	\$0.00	\$6,800.49
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$6,902.49	\$0.00	\$6,902.49
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$6,902.49	\$0.00	\$6,902.49
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$6,902.49	\$0.00	\$6,902.49
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$6,902.49	\$0.00	\$6,902.49
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$7,019.83	\$0.00	\$7,019.83
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$7,019.83	\$0.00	\$7,019.83

Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$7,019.83	\$0.00	\$7,019.83
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$7,019.84	\$0.00	\$7,019.84
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$2,376.94	\$0.00	\$2,376.94
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$2,376.94	\$0.00	\$2,376.94
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$2,376.94	\$0.00	\$2,376.94
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$2,376.94	\$0.00	\$2,376.94
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$2,374.09	\$0.00	\$2,374.09

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$2,374.09	\$0.00	\$2,374.09
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$2,374.13	\$0.00	\$2,374.13
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$2,495.79	\$0.00	\$2,495.79
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$2,495.79	\$0.00	\$2,495.79
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$2,495.79	\$0.00	\$2,495.79
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$2,495.79	\$0.00	\$2,495.79

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$2,492.80	\$0.00	\$2,492.80
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$2,492.79	\$0.00	\$2,492.79
Total Amount		\$168,117.22	\$0.00	\$168,117.22

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2019 to 31 December 2019 as described in Item E.1 Performance Reports.	30 January 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2020 to 30 June 2020 as described in Item E.1 Performance Reports.	30 July 2020
Other Report	Unspent funds stocktake for 2019/20 financial year	7 August 2020
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2019 to 30 June 2020 as described in Item E.1 Performance Reports.	30 November 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2020 to 31 December 2020 as described in Item E.1 Performance Reports.	30 January 2021
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2021 to 30 June 2021 as described in Item E.1 Performance Reports.	30 July 2021
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	30 July 2021
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2020 to 30 June 2021 as described in item E.1 Performance Reports.	31 October 2021

Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2021 to 31 December 2021 as described in Item E.1 Performance Reports.	28 February 2022
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2022 to 30 June 2022 as described in Item E.1 Performance Reports.	30 July 2022
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	30 July 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2022 to 30 July 2022 as described in Item E.1 Performance Reports.	14 August 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2022 to 31 August 2022 as described in Item E.1 Performance Reports.	14 September 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2022 to 30 September 2022 as described in Item E.1 Performance Reports.	14 October 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2022 to 31 October 2022 as described in Item E.1 Performance Reports.	14 November 2022
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2021 to 30 June 2022 as described in Item E.1 Performance Reports.	30 November 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2022 to 30 November 2022 as described in Item E.1 Performance Reports.	14 December 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2022 to 31 December 2022 as described in Item E.1 Performance Reports.	14 January 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2023 to 31 January 2023 as described in Item E.1 Performance Reports.	14 February 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2023 to 31 July 2023 as described in Item E.1 Performance Reports.	14 August 2023
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2024 to 29 February 2024 as described in Item E.1 Performance Reports.	14 March 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2024 to 31 March 2024 as described in Item E.1 Performance Reports.	14 April 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Transport - Community and Home Support - 4-7WKLVSV

B. Grant Activity

Objective

To provide frail, older people with access to transport services that supports their access to the community.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$846,492.51* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$133,583.09
2019-2020	\$135,586.84
2020-2021	\$137,620.64
2021-2022	\$139,960.19
2022-2023	\$142,059.59
2023-2024	\$157,682.16

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$32,902.24	\$0.00	\$32,902.24
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$32,902.24	\$0.00	\$32,902.24
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$32,902.24	\$0.00	\$32,902.24

Indexation 2018-19 back payment	1 April 2019	\$1,480.60	\$0.00	\$1,480.60
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$33,395.77	\$0.00	\$33,395.77
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$33,395.77	\$0.00	\$33,395.77
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$33,395.77	\$0.00	\$33,395.77
Indexation 2019-20 back payment	1 October 2019	\$1,001.87	\$0.00	\$1,001.87
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$33,896.71	\$0.00	\$33,896.71
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$33,896.72	\$0.00	\$33,896.72
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$34,405.16	\$0.00	\$34,405.16
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$34,405.16	\$0.00	\$34,405.16
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$34,405.16	\$0.00	\$34,405.16
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$34,405.16	\$0.00	\$34,405.16
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$34,990.05	\$0.00	\$34,990.05
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$34,990.05	\$0.00	\$34,990.05

Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$34,990.05	\$0.00	\$34,990.05
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$34,990.04	\$0.00	\$34,990.04
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$11,847.77	\$0.00	\$11,847.77
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$11,847.77	\$0.00	\$11,847.77
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$11,847.77	\$0.00	\$11,847.77
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$11,847.77	\$0.00	\$11,847.77
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$11,833.56	\$0.00	\$11,833.56

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$11,833.56	\$0.00	\$11,833.56
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$11,833.59	\$0.00	\$11,833.59
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$13,150.69	\$0.00	\$13,150.69
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$13,150.69	\$0.00	\$13,150.69
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$13,150.69	\$0.00	\$13,150.69
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$13,150.69	\$0.00	\$13,150.69

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$13,134.92	\$0.00	\$13,134.92
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$13,134.96	\$0.00	\$13,134.96
Total Amount		\$846,492.51	\$0.00	\$846,492.51

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2019 to 31 December 2019 as described in Item E.1 Performance Reports.	30 January 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2020 to 30 June 2020 as described in Item E.1 Performance Reports.	30 July 2020
Other Report	Unspent funds stocktake for 2019/20 financial year	7 August 2020
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2019 to 30 June 2020 as described in Item E.1 Performance Reports.	30 November 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2020 to 31 December 2020 as described in Item E.1 Performance Reports.	30 January 2021
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2021 to 30 June 2021 as described in Item E.1 Performance Reports.	30 July 2021
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	30 July 2021
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2020 to 30 June 2021 as described in item E.1 Performance Reports.	31 October 2021

Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2021 to 31 December 2021 as described in Item E.1 Performance Reports.	28 February 2022
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2022 to 30 June 2022 as described in Item E.1 Performance Reports.	30 July 2022
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	30 July 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2022 to 30 July 2022 as described in Item E.1 Performance Reports.	14 August 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2022 to 31 August 2022 as described in Item E.1 Performance Reports.	14 September 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2022 to 30 September 2022 as described in Item E.1 Performance Reports.	14 October 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2022 to 31 October 2022 as described in Item E.1 Performance Reports.	14 November 2022
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2021 to 30 June 2022 as described in Item E.1 Performance Reports.	30 November 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2022 to 30 November 2022 as described in Item E.1 Performance Reports.	14 December 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2022 to 31 December 2022 as described in Item E.1 Performance Reports.	14 January 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2023 to 31 January 2023 as described in Item E.1 Performance Reports.	14 February 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2023 to 31 July 2023 as described in Item E.1 Performance Reports.	14 August 2023
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2024 to 29 February 2024 as described in Item E.1 Performance Reports.	14 March 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2024 to 31 March 2024 as described in Item E.1 Performance Reports.	14 April 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Domestic Assistance - Community and Home Support - 4-7WJL25Z

B. Grant Activity

Objective

To provide frail, older people with assistance with domestic chores to maintain their capacity to manage everyday activities in a safe, secure and healthy home environment.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$3,640,917.84* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$580,406.65
2019-2020	\$589,112.75
2020-2021	\$597,949.44
2021-2022	\$608,114.58
2022-2023	\$617,236.30
2023-2024	\$648,098.12

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$129,809.62	\$0.00	\$129,809.62
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$129,809.62	\$0.00	\$129,809.62
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$129,809.62	\$0.00	\$129,809.62

Additional Growth Round Payment for the period 1 July 2018 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$39,443.05	\$0.00	\$39,443.05
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$131,756.76	\$0.00	\$131,756.76
Additional Growth Round Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$13,344.89	\$0.00	\$13,344.89
Indexation 2018-19 back payment	1 April 2019	\$6,433.09	\$0.00	\$6,433.09
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$145,101.65	\$0.00	\$145,101.65
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$145,101.65	\$0.00	\$145,101.65
Indexation 2019-20 back payment	1 October 2019	\$4,353.05	\$0.00	\$4,353.05
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$147,278.17	\$0.00	\$147,278.17
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$147,278.23	\$0.00	\$147,278.23
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$149,487.36	\$0.00	\$149,487.36
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$149,487.36	\$0.00	\$149,487.36
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$149,487.36	\$0.00	\$149,487.36

Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$149,487.36	\$0.00	\$149,487.36
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$152,028.64	\$0.00	\$152,028.64
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$152,028.64	\$0.00	\$152,028.64
Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$152,028.64	\$0.00	\$152,028.64
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$152,028.66	\$0.00	\$152,028.66
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$51,477.51	\$0.00	\$51,477.51
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$51,477.51	\$0.00	\$51,477.51
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$51,477.51	\$0.00	\$51,477.51
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$51,477.51	\$0.00	\$51,477.51
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$51,415.78	\$0.00	\$51,415.78

Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$51,415.78	\$0.00	\$51,415.78
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$51,415.80	\$0.00	\$51,415.80
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$54,051.38	\$0.00	\$54,051.38
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$54,051.38	\$0.00	\$54,051.38

Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$54,051.38	\$0.00	\$54,051.38
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$54,051.38	\$0.00	\$54,051.38
Payment in arrears for performance of Activity described in Item B for period 1 November 2023- 30 November 2023	30 November 2023	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$53,986.57	\$0.00	\$53,986.57
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$53,986.57	\$0.00	\$53,986.57

Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$53,986.61	\$0.00	\$53,986.61
Total Amount		\$3,640,917.84	\$0.00	\$3,640,917.84

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2019 to 31 December 2019 as described in Item E.1 Performance Reports.	30 January 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2020 to 30 June 2020 as described in Item E.1 Performance Reports.	30 July 2020
Other Report	Unspent funds stocktake for 2019/20 financial year	7 August 2020
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2019 to 30 June 2020 as described in Item E.1 Performance Reports.	30 November 2020

Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2020 to 31 December 2020 as described in Item E.1 Performance Reports.	30 January 2021
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2021 to 30 June 2021 as described in Item E.1 Performance Reports.	30 July 2021
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	30 July 2021
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2020 to 30 June 2021 as described in item E.1 Performance Reports.	31 October 2021
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2021 to 31 December 2021 as described in Item E.1 Performance Reports.	28 February 2022
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	30 July 2022
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2022 to 30 June 2022 as described in Item E.1 Performance Reports.	30 July 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2022 to 30 July 2022 as described in Item E.1 Performance Reports.	14 August 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2022 to 31 August 2022 as described in Item E.1 Performance Reports.	14 September 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2022 to 30 September 2022 as described in Item E.1 Performance Reports.	14 October 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2022 to 31 October 2022 as described in Item E.1 Performance Reports.	14 November 2022
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2021 to 30 June 2022 as described in Item E.1 Performance Reports.	30 November 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2022 to 30 November 2022 as described in Item E.1 Performance Reports.	14 December 2022

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2022 to 31 December 2022 as described in Item E.1 Performance Reports.	14 January 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2023 to 31 January 2023 as described in Item E.1 Performance Reports.	14 February 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
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Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2024 to 31 March 2024 as described in Item E.1 Performance Reports.	14 April 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to

submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	

Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Home Maintenance - Community and Home Support - 4-7WK2350

B. Grant Activity

Objective

To provide home maintenance services that assist clients to maintain their home in a safe and habitable condition. Maintenance services provided must be linked to assisting clients to maintain their independence, safety, accessibility and health and wellbeing within the home environment. Maintenance services can also assist in creating a home environment that facilitates a client's reablement goals.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is taken at the Grantee's own risk and cost.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$693,946.33* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$110,623.50
2019-2020	\$112,282.85
2020-2021	\$113,967.09
2021-2022	\$115,904.53
2022-2023	\$117,643.10
2023-2024	\$123,525.26

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$27,247.17	\$0.00	\$27,247.17
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$27,247.17	\$0.00	\$27,247.17

Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$27,247.17	\$0.00	\$27,247.17
Indexation 2018-19 back payment	1 April 2019	\$1,226.13	\$0.00	\$1,226.13
Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$27,655.86	\$0.00	\$27,655.86
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$27,655.87	\$0.00	\$27,655.87
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$27,655.87	\$0.00	\$27,655.87
Indexation 2019-20 back payment	1 October 2019	\$829.67	\$0.00	\$829.67
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$28,070.71	\$0.00	\$28,070.71
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$28,070.73	\$0.00	\$28,070.73
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$28,491.77	\$0.00	\$28,491.77
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$28,491.77	\$0.00	\$28,491.77
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$28,491.77	\$0.00	\$28,491.77
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$28,491.78	\$0.00	\$28,491.78
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$28,976.13	\$0.00	\$28,976.13

Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$28,976.13	\$0.00	\$28,976.13
Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$28,976.13	\$0.00	\$28,976.13
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$28,976.14	\$0.00	\$28,976.14
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$9,811.43	\$0.00	\$9,811.43
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$9,811.43	\$0.00	\$9,811.43
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$9,811.43	\$0.00	\$9,811.43
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$9,811.43	\$0.00	\$9,811.43
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$9,799.67	\$0.00	\$9,799.67

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$9,799.67	\$0.00	\$9,799.67
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$9,799.69	\$0.00	\$9,799.69
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$10,302.01	\$0.00	\$10,302.01
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$10,302.01	\$0.00	\$10,302.01
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$10,302.01	\$0.00	\$10,302.01
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$10,302.01	\$0.00	\$10,302.01

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$10,289.65	\$0.00	\$10,289.65
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$10,289.67	\$0.00	\$10,289.67
Total Amount		\$693,946.33	\$0.00	\$693,946.33

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
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Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

Home Modifications - Community and Home Support - 4-7WK6LIV

B. Grant Activity

Objective

To provide home modifications that increase or maintain levels of independence, safety, accessibility and wellbeing. Modification services can also assist in creating a home environment that supports reablement and restorative practices.

Description

The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the CHSP Program Manual (<https://www.health.gov.au/resources/publications/commonwealth-home-support-programme-chsp-manual>)

The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.

Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee is responsible for sustainably managing its service delivery and number of clients.

The Activity period for the grant is until 30 June 2024. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2024 is to enable any payment to be made for services delivered in June 2024.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
As described in the Activity Work Plan	As described in the Activity Work Plan and Item E. Reporting

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	City of Norwood Payneham & St Peters	175 The Parade NORWOOD SA 5067

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Aged Care Planning Region (2015)	Metropolitan East (SA)

C. Duration of the Grant

The Activity starts on 1 July 2018.

The Activity (other than the provision of any final reports) ends on 31 July 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$102,510.36* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$16,341.40
2019-2020	\$16,586.52
2020-2021	\$16,835.32
2021-2022	\$17,121.52
2022-2023	\$17,378.34
2023-2024	\$18,247.26

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	015-310
Financial Institution	Norwood 192 The Parade ANZ
Account Number	833637487
Account Name	City of Norwood Payneham & St Peters

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Payment for the period 1 July 2018 - 30 September 2018 for the Activity described in Item B. Grant Activity	1 July 2018	\$4,024.98	\$0.00	\$4,024.98
Payment for the period 1 October 2018 - 31 December 2018 for the Activity described in Item B. Grant Activity	1 October 2018	\$4,024.98	\$0.00	\$4,024.98
Payment for the period 1 January 2019 - 31 March 2019 for the Activity described in Item B. Grant Activity	1 January 2019	\$4,024.98	\$0.00	\$4,024.98
Indexation 2018-19 back payment	1 April 2019	\$181.13	\$0.00	\$181.13

Payment for the period 1 April 2019 - 30 June 2019 for the Activity described in Item B. Grant Activity	1 April 2019	\$4,085.33	\$0.00	\$4,085.33
Payment for the period 1 July 2019 - 30 September 2019 for the Activity described in Item B. Grant Activity	1 July 2019	\$4,085.35	\$0.00	\$4,085.35
Payment for the period 1 October 2019 - 31 December 2019 for the Activity described in Item B. Grant Activity	1 October 2019	\$4,085.35	\$0.00	\$4,085.35
Indexation 2019-20 back payment	1 October 2019	\$122.56	\$0.00	\$122.56
Payment for the period 1 January 2020 - 31 March 2020 for the Activity described in Item B. Grant Activity	1 January 2020	\$4,146.63	\$0.00	\$4,146.63
Payment for the period 1 April 2020 - 30 June 2020 for the Activity described in Item B. Grant Activity	1 April 2020	\$4,146.63	\$0.00	\$4,146.63
Payment for the period 1 July 2020 - 30 September 2020 for the Activity described in Item B. Grant Activity	4 July 2020	\$4,208.83	\$0.00	\$4,208.83
Payment for the period 1 October 2020 - 31 December 2020 for the Activity described in Item B. Grant Activity	4 October 2020	\$4,208.83	\$0.00	\$4,208.83
Payment for the period 1 January 2021 - 31 March 2021 for the Activity described in Item B. Grant Activity	4 January 2021	\$4,208.83	\$0.00	\$4,208.83
Payment for the period 1 April 2021 - 30 June 2021 for the Activity described in Item B. Grant Activity	4 April 2021	\$4,208.83	\$0.00	\$4,208.83
Payment for the period 1 July 2021 - 30 September 2021 for the Activity described in Item B. Grant Activity	4 July 2021	\$4,280.38	\$0.00	\$4,280.38
Payment for the period 1 October 2021 - 31 December 2021 for the Activity described in Item B. Grant Activity	4 October 2021	\$4,280.38	\$0.00	\$4,280.38

Payment for the period 1 January 2022 - 31 March 2022 for the Activity described in Item B. Grant Activity	4 January 2022	\$4,280.38	\$0.00	\$4,280.38
Payment for the period 1 April 2022 - 30 June 2022 for the Activity described in Item B. Grant Activity	4 April 2022	\$4,280.38	\$0.00	\$4,280.38
Payment in advance for performance of Activity described in Item B for period 1 July 2022 - 31 July 2022	4 July 2022	\$1,449.35	\$0.00	\$1,449.35
Payment in arrears for performance of Activity described in Item B for period 1 August 2022 - 31 August 2022	31 August 2022	\$1,449.35	\$0.00	\$1,449.35
Payment in arrears for performance of Activity described in Item B for period 1 September 2022 - 30 September 2022	30 September 2022	\$1,449.35	\$0.00	\$1,449.35
Payment in arrears for performance of Activity described in Item B for period 1 October 2022 - 31 October 2022	31 October 2022	\$1,449.35	\$0.00	\$1,449.35
Payment in arrears for performance of Activity described in Item B for period 1 November 2022- 30 November 2022	30 November 2022	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 December 2022 - 31 December 2022	31 December 2022	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 January 2023 - 31 January 2023	31 January 2023	\$1,447.62	\$0.00	\$1,447.62

Payment in arrears for performance of Activity described in Item B for period 1 February 2023 - 28 February 2023	28 February 2023	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 March 2023 - 31 March 2023	16 March 2023	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 April 2023 - 30 April 2023	16 March 2023	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 May 2023 - 31 May 2023	31 May 2023	\$1,447.62	\$0.00	\$1,447.62
Payment in arrears for performance of Activity described in Item B for period 1 June 2023 - 30 June 2023	30 June 2023	\$1,447.60	\$0.00	\$1,447.60
Payment in arrears for performance of Activity described in Item B for period 1 July 2023 - 31 July 2023	31 July 2023	\$1,521.82	\$0.00	\$1,521.82
Payment in arrears for performance of Activity described in Item B for period 1 August 2023 - 31 August 2023	31 August 2023	\$1,521.82	\$0.00	\$1,521.82
Payment in arrears for performance of Activity described in Item B for period 1 September 2023 - 30 September 2023	30 September 2023	\$1,521.82	\$0.00	\$1,521.82
Payment in arrears for performance of Activity described in Item B for period 1 October 2023 - 31 October 2023	31 October 2023	\$1,521.82	\$0.00	\$1,521.82

Payment in arrears for performance of Activity described in Item B for period 1 November 2023-30 November 2023	30 November 2023	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 December 2023 - 31 December 2023	31 December 2023	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 January 2024 - 31 January 2024	31 January 2024	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 February 2024 - 29 February 2024	29 February 2024	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 March 2024 - 31 March 2024	31 March 2024	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 April 2024 - 30 April 2024	30 April 2024	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 May 2024 - 31 May 2024	31 May 2024	\$1,520.00	\$0.00	\$1,520.00
Payment in arrears for performance of Activity described in Item B for period 1 June 2024 - 30 June 2024	30 June 2024	\$1,519.98	\$0.00	\$1,519.98
Total Amount		\$102,510.36	\$0.00	\$102,510.36

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2018 to 30 September 2018 as described in item E.1 Performance Reports.	31 October 2018
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2018 to 31 December 2018 as described in Item E.1 Performance Reports.	30 January 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2019 to 30 June 2019 as described in Item E.1 Performance Reports.	30 July 2019
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	31 October 2019
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 October 2018 to 30 June 2019 as described in Item E.1 Performance Reports.	31 October 2019
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2019 to 31 December 2019 as described in Item E.1 Performance Reports.	30 January 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2020 to 30 June 2020 as described in Item E.1 Performance Reports.	30 July 2020
Other Report	Unspent funds stocktake for 2019/20 financial year	7 August 2020
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2019 to 30 June 2020 as described in Item E.1 Performance Reports.	30 November 2020
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2020 to 31 December 2020 as described in Item E.1 Performance Reports.	30 January 2021
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2021 to 30 June 2021 as described in Item E.1 Performance Reports.	30 July 2021
Financial Acquittal Report	As described in item E.4 Accounting for the Grant.	30 July 2021
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2020 to 30 June 2021 as described in item E.1 Performance Reports.	31 October 2021

Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2021 to 31 December 2021 as described in Item E.1 Performance Reports.	28 February 2022
Performance Report	Finalisation of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2022 to 30 June 2022 as described in Item E.1 Performance Reports.	30 July 2022
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	30 July 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2022 to 30 July 2022 as described in Item E.1 Performance Reports.	14 August 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2022 to 31 August 2022 as described in Item E.1 Performance Reports.	14 September 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2022 to 30 September 2022 as described in Item E.1 Performance Reports.	14 October 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2022 to 31 October 2022 as described in Item E.1 Performance Reports.	14 November 2022
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2021 to 30 June 2022 as described in Item E.1 Performance Reports.	30 November 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2022 to 30 November 2022 as described in Item E.1 Performance Reports.	14 December 2022
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2022 to 31 December 2022 as described in Item E.1 Performance Reports.	14 January 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2023 to 31 January 2023 as described in Item E.1 Performance Reports.	14 February 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2023 to 28 February 2023 as described in Item E.1 Performance Reports.	14 March 2023

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2023 to 31 March 2023 as described in Item E.1 Performance Reports.	14 April 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2023 to 30 April 2023 as described in Item E.1 Performance Reports.	14 May 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2023 to 31 May 2023 as described in Item E.1 Performance Reports.	14 June 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2023 to 30 June 2023 as described in Item E.1 Performance Reports.	14 July 2023
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2022 to 30 June 2023 as described in Item E.1 Performance Reports.	31 July 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 July 2023 to 31 July 2023 as described in Item E.1 Performance Reports.	14 August 2023
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 August 2023 to 31 August 2023 as described in Item E.1 Performance Reports.	14 September 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 September 2023 to 30 September 2023 as described in Item E.1 Performance Reports.	14 October 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 October 2023 to 31 October 2023 as described in Item E.1 Performance Reports.	14 November 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 November 2023 to 30 November 2023 as described in Item E.1 Performance Reports.	14 December 2023
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 December 2023 to 31 December 2023 as described in Item E.1 Performance Reports.	14 January 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 January 2024 to 31 January 2024 as described in Item E.1 Performance Reports.	14 February 2024

Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 February 2024 to 29 February 2024 as described in Item E.1 Performance Reports.	14 March 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 March 2024 to 31 March 2024 as described in Item E.1 Performance Reports.	14 April 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 April 2024 to 30 April 2024 as described in Item E.1 Performance Reports.	14 May 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 May 2024 to 31 May 2024 as described in Item E.1 Performance Reports.	14 June 2024
Performance Report	Entry of period data within the Data Exchange, as per the Data Exchange Protocols for the period 1 June 2024 to 30 June 2024 as described in Item E.1 Performance Reports.	14 July 2024
Performance Report	A report on wellness and reablement approaches to service delivery for the period 1 July 2023 to 30 June 2024 as described in Item E.1 Performance Reports.	31 July 2024
Financial Acquittal Report	As described in Item E.4 Accounting for the Grant.	31 August 2024

E.1 Performance Reports

The Grantee must provide client level data and service delivery information for all Activities described in Item B. Grant Activity (except for Sector Support and Development - Service System Development Activities) in accordance with the Data Exchange Protocols.

The Grantee must provide the data required within the Data Exchange Protocols through an approved mechanism as outlined in the Data Exchange Protocols.

The Grantee is required to finalise the submission of data within the Data Exchange by the due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Grantee must report progress in accordance with the Activity Work Plan in the format notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site). The Grantee is required to submit reports by the applicable due date set out at Item E.

The Commonwealth will monitor activity levels as reported in the Data Exchange and in proportion to expected service levels according to the Activity Work Plan and may adjust payments (outlined in Item D) according to achieved service delivery levels. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee.

Wellness and Reablement Reports

The Grantee must provide service level information to the Commonwealth on wellness and reablement approaches being implemented by the Grantee as part of the Activities described in Item B Grant Activity. The service level information must be provided in accordance with the report template nominated by the Commonwealth.

The Grantee is required to provide a wellness and reablement report by the applicable due date set out at Item E.

For Sector Support and Development - Service System Development Activities, the Wellness and

Reablement report is not a requirement.

E.2 Activity Work Plan

The Grantee agrees that its performance will be measured against the attached Activity Work Plan.

E.3 Annual Report

Not applicable

E.4 Accounting for the Grant

The Grantee must provide a financial declaration for each financial year of this Agreement. A financial declaration is a certification from the Grantee which:

- states that all grant funds were spent for the purpose as outlined in the Agreement; and
- declares the amount of unspent Grant funds.

The financial declaration must be certified by the Grantee's board, the chief executive officer or an officer with the authority to do so verifying the funds have been spent on the Activity in accordance with the Grant Agreement. If SACS supplementation has been paid, confirmation must be provided that the funding was spent in accordance with Clause cb21.

The Grantee is required to provide a financial declaration by the applicable due date at Item E.

E.5 Other Reports

The Grantee must provide assistance and information to the Commonwealth as reasonably required by the Commonwealth, including but not limited to data on existing clients not registered on My Aged Care in the format notified, referred or made available by the Commonwealth in the timeframe specified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Rosanna Busolin
Position	Manager
Postal/physical address(es)	175 The Parade, NORWOOD, SA, 5067
Business hours telephone	08 8366 4600
Mobile	
Fax	
E-mail	rbusolin@npsp.sa.gov.au

Commonwealth representative and address

Name of representative	Amelia McFarlane
Position	CGH Funding Arrangement Manager
Postal/physical address(es)	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
Business hours telephone	08 8208 8319
Mobile	Not specified
Fax	Not specified
E-mail	saperformancehealth@communitygrants.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

None specified

11.10 GREATER ADELAIDE REGION ORGANISATION OF COUNCILS (GAROC) ANNUAL BUSINESS PLAN 2023-2024

REPORT AUTHOR: General Manager Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA59226
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the invitation from the Local Government Association of South Australia Greater Adelaide Region Organisation of Council (GAROC), for the Council to provide comments regarding the GAROC's draft Annual Business Plan 2023-2024.

BACKGROUND

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

In accordance with the GAROC Terms of Reference, the GAROC has prepared its draft Annual Business Plan for 2023-2024 which identifies the key actions that the GAROC will be seeking to progress during this period.

A copy of the draft Annual Business Plan 2023-2024 is contained within **Attachment A**.

The GAROC has invited Councils to provide comments regarding the draft Annual Business Plan 2023-2024 (the Plan) for GAROC's consideration prior to finalising the draft Plan.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
Manager, Urban Planning & Sustainability
Eastern Health Authority
- **Other Agencies**
Not Applicable.

DISCUSSION

The Local Government Association of South Australia's (LGA) Greater Region of Adelaide Organisation of Council (GAROC), represents the greater Adelaide region based on North, South, East, West groupings of councils and the City of Adelaide.

This Council and the following Councils are members of the GAROC:

- Adelaide Hills Council;
- City of Burnside;
- Campbelltown City Council;
- City of Charles Sturt;
- Town of Gawler;
- City of Holdfast Bay;
- City of Marion;
- City of Mitcham;
- City of Onkaparinga;
- City of Playford;
- City of Port Adelaide Enfield;
- City of Prospect;
- City of Salisbury;
- City of Tea Tree Gully;
- City of Unley;
- Town of Walkerville; and
- City of West Torrens.

As set out in the GAROC Draft Annual Business Plan 2023-2024, GAROC has identified the following three (3) priorities to guide the work of GAROC over the next twelve months:

1. Climate Change and Circular Economy – including urban heat, tree management and canopy, waste management and circular economy.
2. Urban Planning – including the Thirty-Year Plan for Greater Adelaide.
3. Liveability – community leadership – including infill and dense housing impacts, safety and housing affordability.

1. Climate Change and Circular Economy

The City of Norwood Payneham & St Peters recognises a current state of rapid climate change, requiring action by all levels of government, including Local Government. The Council has affirmed its commitment to both climate change mitigation and adaptation through its *2020-2030 Corporate Emissions Reduction Plan*, including setting a target of achieving zero corporate carbon emissions by 2030. The Council has benefitted from the support, advocacy, facilitation and leadership roles that the LGA has undertaken to date and is highly supportive of its planned future work to ensure that the local government sector can maximise its collective impact in both mitigating against, and adapting to, climate change. The role of the Central Co-ordinator, Regional Climate Partnerships has been highly valued in supporting and co-ordinating the work of councils on climate change.

In addition to climate change, waste management continues to pose a substantial financial cost impost for the Council. The landscape of waste management is constantly evolving, driven by the production of new materials, changes in purchasing habits and advancements in recycling technologies. However, responsibility for the costs associated with disposing of packaging and other materials, falls primarily on Local Government through the kerbside recycling system rather than on the producers or distributors of those materials. It is crucial to establish stronger policy positions to address this issue, such as legislation for mandated recycled product content and prohibition of problematic waste items. The LGA has played a pivotal role in providing critical leadership at the state and federal levels, coordinating advocacy efforts and representing the local government sector. Continued collaboration with the LGA is essential to effecting meaningful change and achieving sustainable community and business waste management practices.

2. Urban Planning

Given the direct influence that planning legislation and documents such as the *30 Year Plan for Greater Adelaide* have on how our cities develop and continue to evolve over time, it is critical for the LGA and GAROC to take a leading role in informing any reviews of the legislation and recent planning reforms as they have the capacity to strongly influence the reviews.

Heritage matters are of importance to this City. In 2022, the Council adopted a Built Heritage Strategy, which affirms the Council's commitment to the retention of buildings and places of heritage value, which strongly aligns with State Planning Policy Number 7, which seeks to protect and conserve heritage places and areas for the benefit of our present and future generations. It is critical that GAROC takes a strong lead in advocating and influencing planning legislation and policy to achieve a consistent and transparent legislative framework that strengthens protection for State and Local Heritage Places.

3. Liveability

The actions set out under this objective in the GAROC Draft Annual Business Plan, align with the Council's Regional Health Plan, *Better Living Better Health 2020 – 2025*, which was prepared by the Eastern Health Authority Constituent Councils of Burnside, Campbelltown, Prospect, Norwood Payneham & St Peters, and the Town of Walkerville.

However, the actions as set out in GAROC's Draft Annual Business Plan are broad and in terms of priorities, the Eastern Health Authority (EHA) has advised that the actions relevant to immunisation and hoarding/squalor should be given the highest priority on the basis of the services which EHA provide and the alignment with the Regional Health Plan.

The GAROC have advised that the actions outlined in the draft Annual Business Plan are achievable within the proposed scope of GAROC's Budget, which is made available through the Local Government Association of South Australia's Research and Development Scheme.

GAROC have requested comments from Councils regarding which of the issues covered in the Draft Annual Business Plan should be considered priority issues and therefore which areas the GAROC should be focussing on and directing its resources.

The GAROC has prepared a "Consultation" document for the purpose of providing comments in respect to the various actions the GAROAC has identified under each Priority area.

A draft response has been prepared for the Council's consideration and is contained within **Attachment B**.

OPTIONS

The Council can choose to provide comments to the GAROC regarding the draft Annual Business Plan for the 2023-2024 period or decline the opportunity.

It is recommended that the Council does provide its comments to GAROC to ensure the Council's views are considered as part of the development of the GAROC's Annual Business Plan.

CONCLUSION

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

COMMENTS

Nil.

RECOMMENDATION

That the *GAROC Annual Business Plan 2023-2024 Submission*, as contained within Attachment B to this report, be forwarded to the Greater Adelaide Region Organisation of Councils in response to the request for comments from Councils regarding the draft Annual Business Plan 2023-2024.

Attachments – Item 11.10

Attachment A

Greater Adelaide Region Organisation of Councils (GAROC) Annual Business Plan 2023-2024



City of
Norwood
Payneham
& St Peters

***Draft* GAROC Annual Business Plan 2023-24**

Draft

May 2023

Draft

Introduction

The object of the Local Government Association (LGA) is to achieve public value through the promotion and advancement of the interests of local government by:

1. Advocating to achieve greater influence for local government in matters affecting councils and communities.
2. Assisting member councils to build capacity and increase sustainability through integrated and coordinated local government.
3. Advancing local government through best practice and continuous improvement.

The Greater Adelaide Regional Organisation of Councils (GAROC) is established as a committee of the LGA and is responsible to the LGA for the discharge of its functions. GAROC is a strong, united voice for metropolitan councils and represents their shared interests for the benefit of the Greater Adelaide community.

GAROC supports the LGA Board of Directors to provide advocacy, policy initiation and review, leadership, engagement and capacity building for the benefit of metropolitan South Australian councils and their communities.

The role of GAROC is to provide a forum for regional advocacy, develop policy consideration for the sector and provide strategic advice to the LGA Board, leadership, engagement and capacity building for councils in the GAROC region. The GAROC region is the combined local government area of each LGA Member listed in Appendix 1 and the City of Adelaide.

The table below summarises these roles, which will drive its strategic objectives and underpin achievement of its purpose, consistent with the LGA Strategic Management Framework.

Role	GAROC will:
Regional Advocacy	Represent members' interests on issues that matter to all metropolitan councils to the LGA, State and Federal Government and with key stakeholders.
Policy Initiation and Review	Consider policy that is of strategic importance to all metropolitan councils. Review items of business put forward by member councils and advise on policy matters as requested by the LGA.
Leadership	Initiate actions and lead activities that provide benefit to all metropolitan councils. Develop and maintain relationships with state and federal governments.
Engagement and Capacity Building in the Region(s)	Engage with members within the GAROC Regional Grouping and keep them informed of the activities of GAROC. Actively promote communication between members, and between members and the LGA.

GAROC Guiding principles:

GAROC has developed the following guiding principles to operate under, we will:

1. Be community centred and put people first in our decision making.
2. Prioritise and address issues that are common across the metropolitan region.
3. Carefully consider items of business from any member in the metropolitan area for consideration by the LGA Board of Directors or at a General Meeting.
4. Collaborate closely with the LGA and South Australian Regional Organisation of Councils (SAROC).
5. Be nimble, agile and responsive to the needs of metropolitan councils.

Our stakeholders & partners

GAROC recognises that to be successful and deliver value for metropolitan councils on behalf of the LGA Board we, and the LGA Secretariat on our behalf, need to work in close collaboration and engagement with our key stakeholders and partners including:

- Metropolitan councils
- SAROC Committee
- State Government and its agencies
- Federal Government and its agencies
- Members of Parliament
- Other peak bodies, associations and statutory authorities

As a committee of the LGA, GAROC operates within the LGA Strategic Plan 2021-2025 and prepares an annual plan within that framework. GAROC supports the LGA to 'advocate, assist and advance' the interests of local government.

GAROC Budget

To support the delivery of its Annual Business Plan (ABP), GAROC and SAROC each receive an allocation of \$100,000 from the Local Government Research and Development Scheme. GAROC also receives an additional allocation of \$40,000 in lieu of the funding allocation made to Regional LGAs to enable the delivery of capacity building activities via regional groupings of councils.

The budget/resources allocated to items within the GAROC ABP indicate whether it is a carryover from a previous resolution of GAROC (project underway) or whether it will be approved with the adoption of this ABP.

2023-24 Strategic themes and objectives

In accordance with the LGA Constitution and its terms of reference, GAROC will fulfil its functions in a manner consistent with the 'LGA Strategic Management Framework'. The GAROC annual plan has therefore been developed linking the LGA's strategic objectives outlined in the [LGA Strategic Plan 2021-2025](#), objectives/initiatives identified through the LGA Advocacy Plan and Policy Manual, and annual planning input from GAROC members, and consultation with member councils.

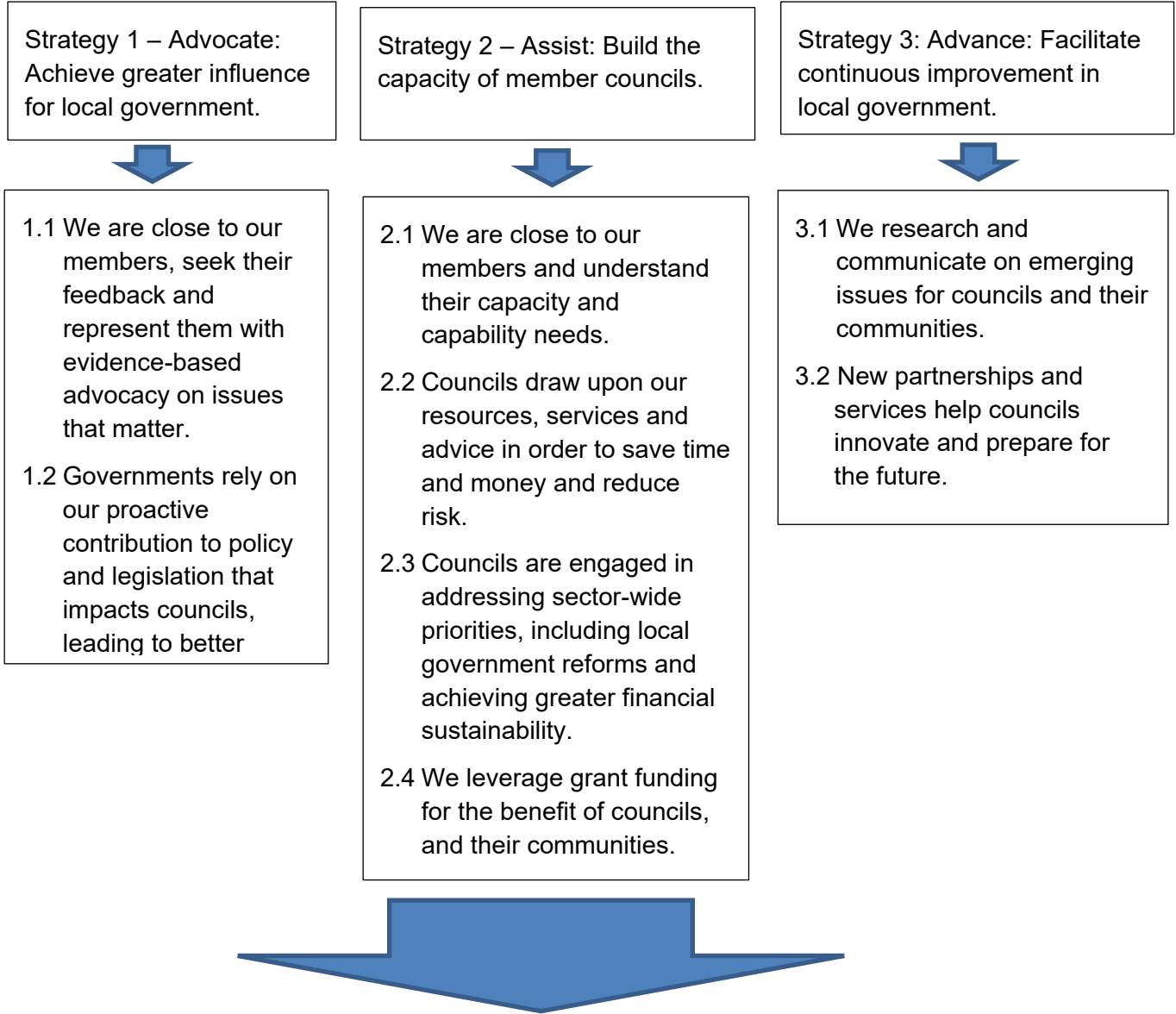
These priorities will help guide the activities and actions GAROC in 2023-24.

The engagement activities which may be coordinated through GAROC (e.g. workshops, networking, leadership forums) are consistent with the [LGA Communications Strategy 2021-2024](#).

GAROC Priorities	Related Key LGA Strategies from 2021-2025 LGA Strategic Plan	Related Key LGA Outcome from 2021-2025 LGA Strategic Plan
<ol style="list-style-type: none"> 1. Climate Change & circular economy – including urban heat, tree management and tree canopy; waste management and circular economy. 2. Urban Planning including the Thirty-Year Plan for Greater Adelaide 3. Liveability – community leadership – to address issues faced specifically by the greater Adelaide region regarding liveability including infill and dense housing impacts, safety and housing affordability. 	<p>Strategy 1 – Advocate: Achieve greater influence for local government.</p> <p>Strategy 2 – Assist: Build the capacity of member councils.</p> <p>Strategy 3: Advance: Facilitate continuous improvement in local government.</p>	<ol style="list-style-type: none"> 1.1 We are close to our members, seek their feedback and represent them with evidence-based advocacy on issues that matter. 1.2 Governments rely on our proactive contribution to policy and legislation that impacts councils, leading to better outcomes for communities. 2.1 We are close to our members and understand their capacity and capability needs. 2.2 Councils draw upon our resources, services and advice in order to save time and money and reduce risk. 2.3 Councils are engaged in addressing sector-wide priorities, including local government reforms and achieving greater financial sustainability. 2.4 We leverage grant funding for the benefit of councils, and their communities. 3.1 We research and communicate on emerging issues for councils and their communities. 3.2 New partnerships and services help councils innovate and prepare for the future.

Graphically this can be shown as:

LGA Strategic Plan 2021-2025



GAROC Annual Strategic Objectives 2023-24

GAROC Priorities		
Climate Change & circular economy	Urban Planning including the 30 Year Plan for Greater Adelaide	Liveability – community leadership

Draft

GAROC Priority 1: Climate Change & circular economy

Objective – Deliver the advocacy identified in the LGA Climate Commitment Action Plan 2021-23.

Objective – Advocate for greater funding for councils to reduce their community emissions profiles for climate risk management, waste management, coastal management and stormwater management.

Objective – Pursue opportunities to work collaboratively with government agencies and other organisations with aligned goals and values on projects, programs and campaigns that will assist local government action on climate change.

Objective – Advocate for continued improved recognition of and response to climate change in the Planning and Design Code.

Objective – Advocate for greater Commonwealth Government funding and action on climate change, including funded schemes and incentives to support the uptake of electric vehicles.

Objective – Advocate for State and Federal Government funding to support investment in climate-ready infrastructure to protect against and repair damage from sea-level rise, flooding, fire and extreme weather.

Actions	Timing	Budget / Resources	Link to GAROC role
1. Appointment of a LGA Climate Change Policy Officer to provide guidance to member councils and coordinate access to resources to understand climate risks and the prioritisation of risk reduction action. This role would take on the primary coordination and lead on activities listed below and will work closely with Central Coordinator Regional Climate Partnerships (CCRCP) which is State Government funded role)	2-3 year contract	\$120,000 R&D Application - awaiting approval \$50,000 from GAROC for 2023-24	Leadership Regional advocacy
2. Continued support for the State-Local Government Climate Change Partnership.	Ongoing	Through CCRCP role and LGA Secretariat	Leadership Regional advocacy

3. Increase awareness of the role and value of councils in managing climate risks through the LGA's ongoing awareness campaigns and stakeholder engagement actions.	Ongoing	LGA Secretariat	Leadership Regional advocacy
4. Advocate for greater support for councils to address climate change via the local government members on the Premier's Climate Change Council.	Ongoing	LGA Secretariat	Regional advocacy
5. Continue to integrate climate change impact on all relevant LGA Advocacy Submissions.	Ongoing	LGA Secretariat	Regional advocacy Policy initiation and review
6. Maintain a high level of engagement with and participation in the Adaptation Practitioners Network.	Ongoing	LGA Secretariat	Leadership
7. Advocacy and collaboration with State Government in relation to urban greening and heat mapping to assist with better intelligence on climate risk and vulnerabilities to assist councils make informed mitigation decisions.	Ongoing	LGA Secretariat	Regional advocacy Policy initiation and review
8. Provide regular briefings to state and federal Govt and Industry to build support for local government's position on circular economy, waste and recycling.	Ongoing	LGA Secretariat	Leadership Regional advocacy
9. Facilitate metropolitan economic development forum exploring circular economy business models.	December 2023	LGA Secretariat - \$7,000 carryover from 2022-23	Leadership
10. Collaborate with State Govt on initiatives and opportunities created by the decarbonisation of the economy and the Local Government sector's role (forms part of State-Local Government Economic Development Accord)	Ongoing	LGA Secretariat	Leadership Regional advocacy

11. Initiatives that partner metropolitan and regional councils together to achieve mutual benefits, such as investigations into decarbonising the local government sector and carbon offsetting opportunities.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review
12. Collaborate with State Government and industry groups on guidance and training for councils to better understand carbon accounting, carbon reduction planning, offsetting, and procuring carbon neutral products and services (focus on high emissions services like waste management and road building and maintenance)	Ongoing	LGA Secretariat	Leadership Policy initiation and review
13. Finalisation and implementation of LGA Model Waste Documents (suite of tendering materials).	December 2023	Current ABP - \$23,000 carryover from 2022-23	Leadership
14. Development of sector-wide climate risk framework and capacity- building program to benefit all councils and their communities, working in partnership with the Mutual Liability Scheme.	Ongoing	LGA Secretariat and MLS	Leadership
15. Collaborate with the State Government on tools that promote cool and resilient homes within the community, which may include the use of rating systems.	Ongoing	LGA Secretariat	Leadership Regional advocacy
16. Advocate with State and Federal Governments for integrated funding strategies that leverage federal investment, especially those that target – climate-ready infrastructure investment and scaling-up community-led disaster resilience programs.	Ongoing	LGA Secretariat	Leadership Regional advocacy

GAROC Priority 2: Urban Planning including the Thirty-Year Plan for Greater Adelaide			
<p>Objective – To continue to engage with the State Planning Commission (SPC) to enable close collaboration and evidenced based investigations during the review of the Thirty-Year Plan for Greater Adelaide.</p> <p>Objective – Provide advocacy leadership as part of the consultation process on the Thirty-Year Plan for Greater Adelaide.</p> <p>Objective – Provide advocacy on further proposed changes to the Planning, Development and Infrastructure Act and other planning instruments (results of Expert Panel Review of Planning system) to deliver quality planning and design outcomes that improve the amenity, liveability and sustainability of communities.</p> <p>Objective - Advocacy on SPC lead projects including the Urban tree canopy, Significant and regulated trees and Open Space.</p>			
Actions	Timing	Budget / Resources	Link to GAROC role
1. Support councils with their submissions to the State Planning Commission on the Thirty-Year Plan for Greater Adelaide.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy
2. Support GAROC with submission and or facilitation of forum to consolidate sector issues to inform submission as part of consultation on Thirty-Year Plan for Greater Adelaide.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy Policy initiation and review
3. Host forums and workshops to facilitate exchange of information between councils, Department of Investment and Trade and the SPC in relation to the Thirty-Year Plan for Greater Adelaide and other urban planning matters as needed.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy
4. Understand impacts to members on changes to the ePlanning system to inform advocacy and support opportunities.	June 2024	LGA Secretariat	Leadership Regional advocacy
5. Engage on SPC lead projects of regional significance and provide advocacy on behalf of the sector.	Ongoing	LGA Secretariat	Leadership

			Regional advocacy
6. Advocate with State Government in any forthcoming reviews or strategies to ensure Local government interests on local heritage issues are fully represented, including community participation in heritage listing process and more robust heritage management.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review

GAROC Priority 3: Liveability – community leadership

Objective – Support councils fulfill their role to improve the liveability of local communities.

Objective - Support councils decision-making in the Planning and design of urban spaces including engagement at the design stage of State Government infrastructure projects to ensure good urban design and coordinated, holistic placemaking that supports better outcomes as infill development occurs.

Objective – Assist councils to support initiatives to manage homelessness, welfare and safety in their communities, and advocate on these issues where appropriate.

Objective – Secure additional State Government investment to provide ongoing sustainable and equitable funding for councils to deliver immunisation and other preventative health services.

Objective – Supporting councils liveability goals through promoting physical activity and active transport in alignment with LGA/Wellbeing SA Partnership agreement.

Actions	Timing	Budget / Resources	Link to GAROC role
1. Collaborate with the State Government and State Planning Commission on the preparation, consultation and implementation of Design Standards for infrastructure in the public realm.	June 2024	LGA Secretariat	Leadership Regional advocacy
2. Informed review of mandatory rebates, discounts and exemptions resulting in councils' discretion to determine rating structures which produce the best outcomes for all community members	March 2024	LGA Secretariat - \$35,000 carryover from 2022-23	Leadership Regional advocacy Policy initiation and review
3. Continue advocacy in relation to urban trees (pocket parks, heat mapping).	Ongoing	LGA Secretariat	Leadership Regional advocacy

4. Ongoing collaboration with the State Govt and the South Australian Alliance to End Homelessness through the Local Government Homelessness Network.	Ongoing	LGA Secretariat - \$20,000 carryover from 2022-23	Leadership Regional advocacy Policy initiation and review
5. Finalise Data tools consultancy project which will include advice to councils on how to access and use subscription-based data tools to support decision-making in the Planning and Design of urban spaces.	June 2024	LGA Secretariat - \$50,000 – carryover from 2022-23	Leadership Regional advocacy Policy initiation and review
6. Continue to support initiatives that promote public health and community wellbeing.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review
7. Continue to lobby for State Govt / Local Govt / Industry forum to include development of response to statewide housing supply and affordability.	Ongoing	LGA Secretariat	Regional Advocacy Leadership
8. Lobbying for State Government leadership to provide ongoing operational support to ensure an effective response to hoarding and squalor in South Australia (funding from SAROC)	Ongoing	LGA Secretariat	Regional advocacy
9. Advocacy with new Service Level Agreement and updating MoU with State Government – review of school-based immunisation funding and models.	Ongoing	LGA Secretariat	Leadership Regional advocacy
10. Development and delivery of learning sessions and tools and resources, informed and co-designed with councils, advice and support to councils and state government regarding community wellbeing, in partnership with Wellbeing SA.	To June 2024	Co-funded by Wellbeing SA and LGA (R&D)	Leadership Regional advocacy Policy initiation and review

11. Broad advocacy to State Government regarding mental health outcomes and suicide prevention.	Ongoing	LGA Secretariat	Leadership Regional advocacy
12. Strengthening collaboration between the State and Local Government for the implementation of community wellbeing initiatives. Focus areas include mental health promotion, physical activity and active living, healthy eating and food systems, council level Public Health Partner Authority Agreements, healthy workplaces.	Ongoing	Co-funded by Wellbeing SA and LGA (R&D)	Leadership Regional advocacy Policy initiation and review
13. Advocacy to inform ongoing stormwater management reform being progressed by the State Government via an Expert Panel and SA Water (Resilient Water Futures)	Ongoing	LGA Secretariat - \$40,000 – carryover from 2022-23	Leadership Regional advocacy

Draft

Strategic Plan Implementation and Review

Under GAROC's Terms of Reference, the Committee is required to develop an Annual Business Plan (ABP) which supports the delivery of the Strategic Plan and present it to the Board of Directors for approval by June each year.

In accordance with the LGA Constitution and structure of the GAROC as a committee of the LGA, the Strategic Plan is that of the LGA.

GAROC will assess its performance against the ABP each quarter; and provide an Annual Report to the LGA Board of Directors by September each year summarising its performance against the ABP strategic objectives and actions.

The GAROC 2023-24 ABP provides the specific actions against which the activities of GAROC may be monitored.

Appendix 1**Regional Groupings of Members within GAROC – effective 29 October 2020.**

GAROC Regional Grouping	Members
North	Gawler Playford Salisbury Tea Tree Gully
West	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
South	Marion Mitcham Onkaparinga
East	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville
	Adelaide



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Attachment B

Greater Adelaide Region Organisation of Councils (GAROC) Annual Business Plan 2023-2024



Consultation Document – draft GAROC Annual Business Plan 2023-24

The Greater Adelaide Regional Organisation of Councils (GAROC) Annual Business Plan (ABP) has been developed linking the LGA’s strategic objectives outlined in the LGA Strategic Plan 2021-2025, objectives/initiatives identified through the LGA Advocacy Plan and Policy Manual, and annual planning input from GAROC members, and consultation with member Councils.

The priorities and objectives will help guide the activities and actions of GAROC in 2023-24. Please note in relation to the recent Item of Business on the Climate Emergency supported at the April 2023 Ordinary General Meeting, resource allocation is yet to be finalised and feedback on this proposed ABP will assist with prioritisation of activities and resources.

This document has been prepared to assist LGA Member Councils in the GAROC Regional Grouping to provide feedback on the Priorities, Objectives and Actions contained within the ABP before it is approved as a final document by GAROC and then the LGA Board (*this page can be removed from your submission*).

A summary of the priorities and their strategic alignment is below:

GAROC Priorities	Related Key LGA Strategies from 2021-2025 LGA Strategic Plan	Related Key LGA Outcome from 2021-2025 LGA Strategic Plan
<ol style="list-style-type: none"> 1. Climate Change & circular economy – including urban heat, tree management and tree canopy; waste management and circular economy. 2. Urban Planning including the Thirty-Year Plan for Greater Adelaide 3. Liveability – community leadership – to address issues faced specifically by the greater Adelaide region regarding liveability including infill and dense housing impacts, safety and housing affordability. 	<p>Strategy 1 – Advocate: Achieve greater influence for local government.</p> <p>Strategy 2 – Assist: Build the capacity of member Councils.</p> <p>Strategy 3: Advance: Facilitate continuous improvement in local government.</p>	<ol style="list-style-type: none"> 1.1 We are close to our members, seek their feedback and represent them with evidence-based advocacy on issues that matter. 1.2 Governments rely on our proactive contribution to policy and legislation that impacts Councils, leading to better outcomes for communities. 2.1 We are close to our members and understand their capacity and capability needs. 2.2 Councils draw upon our resources, services and advice in order to save time and money and reduce risk. 2.3 Councils are engaged in addressing sector-wide priorities, including local government reforms and achieving greater financial sustainability. 2.4 We leverage grant funding for the benefit of Councils, and their communities. 3.1 We research and communicate on emerging issues for Councils and their communities. 3.2 New partnerships and services help Councils innovate and prepare for the future.

Member Council - Consultation document - Draft 2023-24 GAROC Annual Business Plan

Name of Council: City of Norwood Payneham & St Peters

please add your Council's name and complete the green shaded area with your feedback)

GAROC Priority 1: Climate Change & circular economy	Please rank the objectives from the first column in order of priority for your Council – use 1, 2, 3 etc
Objective 1 – Deliver the advocacy identified in the <u>LGA Climate Commitment Action Plan 2021-23</u> .	1
Objective 2 – Advocate for greater funding for Councils to reduce their community emissions profiles for climate risk management, waste management, coastal management and stormwater management.	3
Objective 3 – Pursue opportunities to work collaboratively with government agencies and other organisations with aligned goals and values on projects, programs and campaigns that will assist local government action on climate change.	2
Objective 4 – Advocate for continued improved recognition of and response to climate change in the Planning and Design Code.	1
Objective 5 – Advocate for greater Commonwealth Government funding and action on climate change, including funded schemes and incentives to support the uptake of electric vehicles.	2
Objective 6 – Advocate for State and Federal Government funding to support investment in climate-ready infrastructure to protect against and repair damage from sea-level rise, flooding, fire and extreme weather.	3
Please add any other comments relating to the above objectives or related matters:	

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
<p>1. Appointment of a LGA Climate Change Policy Officer to provide guidance to member Councils and coordinate access to resources to understand climate risks and the prioritisation of risk reduction action.</p> <p><i>This role would take on the primary coordination and lead on activities listed below and will work closely with Central Coordinator Regional Climate Partnerships (CCRCP) which is State Government funded role)</i></p>	2-3 year contract	<p>\$120,000 R&D Application - awaiting approval</p> <p>\$50,000 from GAROC for 2023-24</p>	<p>Leadership</p> <p>Regional advocacy</p>	<p>Yes</p> <p>Comments: NPSP will be undertaking a Climate Government Risk Assessment in 2023 and therefore this action would support the Council following this process.</p>	2
<p>2. Continued support for the State-Local Government Climate Change Partnership.</p>	Ongoing	<p>Through CCRCP role and LGA Secretariat</p>	<p>Leadership</p> <p>Regional advocacy</p>	<p>Yes</p> <p>Comments: NPSP benefits from Resilient East through capacity building and knowledge sharing.</p>	1

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
3. Increase awareness of the role and value of Councils in managing climate risks through the LGA’s ongoing awareness campaigns and stakeholder engagement actions.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: NPSP is only starting to progress work on climate risk but acknowledges this leadership / advocacy is required.	3
4. Advocate for greater support for Councils to address climate change via the local government members on the Premier’s Climate Change Council.	Ongoing	LGA Secretariat	Regional advocacy	Yes Comments: Support from State Government to assist Local Government in addressing the impacts of climate change would be beneficial to the sector.	2
5. Continue to integrate climate change impact on all relevant LGA Advocacy Submissions.	Ongoing	LGA Secretariat	Regional advocacy Policy initiation and review	Yes Comments: Nil	2

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
6. Maintain a high level of engagement with and participation in the Adaptation Practitioners Network.	Ongoing	LGA Secretariat	Leadership	Yes Comments: NPSP benefits from Resilient East through capacity building and knowledge sharing.	1
7. Advocacy and collaboration with State Government in relation to urban greening and heat mapping to assist with better intelligence on climate risk and vulnerabilities to assist Councils make informed mitigation decisions.	Ongoing	LGA Secretariat	Regional advocacy Policy initiation and review	Yes Comments: Continued collaboration is essential.	1

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
8. Provide regular briefings to State and Federal Govt and Industry to build support for local government’s position on circular economy, waste and recycling.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: Waste is a significant cost to Local Government and the responsibility for the costs of disposable of packaging and other materials are borne by Councils instead of the producers. Stronger policy positions, (eg mandating recycled content, banning problematic items) is needed.	1

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
9. Facilitate metropolitan economic development forum exploring circular economy business models.	December 2023	Current ABP - \$7K (carryover)	Leadership	Yes Comments: This is an emerging area that needs more support and knowledge sharing.	3
10. Collaborate with State Govt on initiatives and opportunities created by the decarbonisation of the economy and the Local Government sector’s role (forms part of State-Local Government Economic Development Accord)	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: this is an emerging area that is not well understood by Local Government and collaborative opportunities are needed.	3

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
11. Initiatives that partner metropolitan and regional Councils together to achieve mutual benefits, such as investigations into decarbonising the local government sector and carbon offsetting opportunities.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review	Yes Comments: this is an emerging area that is not well understood by Local Government and collaborative research/investigation is needed.	3
12. Collaborate with State Government and industry groups on guidance and training for Councils to better understand carbon accounting, carbon reduction planning, offsetting, and procuring carbon neutral products and services (focus on high emissions services like waste management and road building and maintenance)	Ongoing	LGA Secretariat	Leadership Policy initiation and review	Yes Comments: this is an emerging area that is not well understood by Local Government and collaborative research/investigation is needed.	1

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
13. Finalisation and implementation of LGA Model Waste Documents (suite of tendering materials).	December 2023	Current ABP - \$23K (carryover)	Leadership	No Comments: NPSP is part of a Regional Subsidiary (East Waste) therefore this is not a high priority.	5
14. Development of sector-wide climate risk framework and capacity- building program to benefit all Councils and their communities, working in partnership with the Mutual Liability Scheme.	Ongoing	LGA Secretariat and MLS	Leadership	Yes Comments: NPSP is starting its climate risk identification and would benefit from sector-wide approach.	1
15. Collaborate with the State Government on tools that promote cool and resilient homes within the community, which may include the use of rating systems.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: The most significant way the community can adapt to a changing climate.	2

Actions for GAROC Priority 1 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
16. Advocate with State and Federal Governments for integrated funding strategies that leverage federal investment, especially those that target – climate-ready infrastructure investment and scaling-up community-led disaster resilience programs.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: This leadership/advocacy is supported.	4

GAROC Priority 2: Urban Planning including the Thirty-Year Plan for Greater Adelaide	Please rank the objectives in the first column in order of priority for your Council – use 1, 2, 3 etc
<p>Objective 1 – To continue to engage with the State Planning Commission (SPC) to enable close collaboration and evidenced based investigations during the review of the Thirty-Year Plan for Greater Adelaide.</p> <p>Objective 2 – Provide advocacy leadership as part of the consultation process on the Thirty-Year Plan for Greater Adelaide.</p> <p>Objective 3 – Provide advocacy on further proposed changes to the Planning, Development and Infrastructure Act and other planning instruments (results of Expert Panel Review of Planning system) to deliver quality planning and design outcomes that improve the amenity, liveability and sustainability of communities.</p> <p>Objective 4 - Advocacy on SPC lead projects including the Urban tree canopy, Significant and regulated trees and Open Space.</p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p>
<p>Please add any other comments relating to the above objectives or related matters:</p> <p>Supporting local government input to the 30-Year-Plan review is a short-term (12 months or so) priority. Longer-term influencing the legislative and administrative framework of the overall planning system may be as, or more, important, though. At this point, the findings of the Expert Panel on Implementation of Planning Reform are unknown and this is likely to require local government / LGA attention soon. Objective 4 is important as a priority because power to influence outcomes such as tree canopy and open space is concentrated at SPC / State Government level.</p>	

Actions for GAROC Priority 2 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
1. Support Councils with their submissions to the State Planning Commission on the Thirty-Year Plan for Greater Adelaide.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy	Yes Comments: LGA has played a pivotal role in facilitating informed discussion to support Local Government during consultations, etc.	1
2. Support GAROC with submission and or facilitation of forum to consolidate sector issues to inform submission as part of consultation on Thirty-Year Plan for Greater Adelaide.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy Policy initiation and review	Yes Comments: Similar comments to above. No strong view on merits of a GAROC submission versus sole reliance on individual Council responses. Forum overlaps with Action 1 (?) and is supported.	See above, this is one way of addressing Action 1

Actions for GAROC Priority 2 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
3. Host forums and workshops to facilitate exchange of information between Councils, Department of Investment and Trade and the SPC in relation to the Thirty-Year Plan for Greater Adelaide and other urban planning matters as needed.	Ongoing to June 2024 (may extend beyond)	LGA Secretariat	Leadership Regional advocacy	Yes – with qualifications (below) Comments: Forum might fall within scope of Action 1. To be worthwhile, this would need to involve the State Government’s Planning and Land Use Services. Better regional planning requires a stronger governance framework than exists for <i>multi-stakeholder</i> input into planning. Status-quo marginalises Local Government and communities.	See above, this is one way of addressing Action 1

Actions for GAROC Priority 2 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
4. Understand impacts to members on changes to the ePlanning system to inform advocacy and support opportunities.	June 2024	LGA Secretariat	Leadership Regional advocacy	Yes Comments: LGA staff have been pivotal in providing timely advice to Planning and Land Use Services regarding the implementation of e-planning. LGA expertise, outreach and understanding of ‘coal-face’ issues is key to effective advocacy on this issue.	2
5. Engage on SPC lead projects of regional significance and provide advocacy on behalf of the sector.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: Hard to comment as SPC lead projects in the longer term are to be confirmed.	4

Actions for GAROC Priority 2 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional feedback as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
6. Advocate with State Government in any forthcoming reviews or strategies to ensure Local government interests on local heritage issues are fully represented, including community participation in heritage listing process and more robust heritage management.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review	Yes Comments: This is very important to the Council and its community, but hard to rank, particularly given that the Expert Panel findings relating to this topic, and clear direction at Ministerial level, are outstanding at this stage. Heritage has been on the agenda for a long time. This hampers local leadership given, reliance on State leadership.	3 (depending on evidence of directions post Expert Panel review)

GAROC Priority 3: Liveability – community leadership	Please rank the objectives in the first column in order of priority for your Council – use 1, 2, 3 etc
<p>Objective – Support Councils fulfill their role to improve the liveability of local communities.</p> <p>Objective - Support Councils decision-making in the Planning and design of urban spaces including engagement at the design stage of State Government infrastructure projects to ensure good urban design and coordinated, holistic placemaking that supports better outcomes as infill development occurs.</p> <p>Objective – Assist Councils to support initiatives to manage homelessness, welfare and safety in their communities, and advocate on these issues where appropriate.</p> <p>Objective – Secure additional State Government investment to provide ongoing sustainable and equitable funding for Councils to deliver immunisation and other preventative health services.</p> <p>Objective – Supporting Councils liveability goals through promoting physical activity and active transport in alignment with LGA/Wellbeing SA Partnership agreement.</p>	
<p>Please add any other comments relating to the above objectives or related matters:</p>	

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
1. Collaborate with the State Government and State Planning Commission on the preparation, consultation and implementation of Design Standards for infrastructure in the public realm.	June 2024	LGA Secretariat	Leadership Regional advocacy	No Comments: Individual Councils should be responsible for the preparation of Design Standards for their infrastructure.	5
2. Informed review of mandatory rebates, discounts and exemptions resulting in Councils’ discretion to determine rating structures which produce the best outcomes for all community members	March 2024	LGA Secretariat - \$35,000 carryover from 2022-23	Leadership Regional advocacy Policy initiation and review	Yes Comments: Nil	
3. Continue advocacy in relation to urban trees (pocket parks, heat mapping).	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: Nil.	1
4. Ongoing collaboration with the State Govt and the South Australian Alliance to End Homelessness through the Local Government Homelessness Network.	Ongoing	LGA Secretariat - \$20,000 carryover from 2022-23	Leadership Regional advocacy Policy initiation and review	No Comments: Nil.	

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
5. Finalise Data tools consultancy project which will include advice to Councils on how to access and use subscription-based data tools to support decision-making in the Planning and Design of urban spaces.	June 2024	LGA Secretariat - \$50,000 – carryover from 2022-23	Leadership Regional advocacy Policy initiation and review	Yes Comments: Nil	1
6. Continue to support initiatives that promote public health and community wellbeing.	Ongoing	LGA Secretariat	Leadership Regional advocacy Policy initiation and review	Yes Comments: Better Living, Better Health Regional Public Health Plan 2020-2025 (RPHP) - Projects in the current plan support this action.	1
7. Continue to lobby for State Govt / Local Govt / Industry forum to include development of response to statewide housing supply and affordability.	Ongoing	LGA Secretariat	Regional Advocacy Leadership	No Comments: Nil.	5

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
8. Lobbying for State Government leadership to provide ongoing operational support to ensure an effective response to hoarding and squalor in South Australia (funding from SAROC)	Ongoing	LGA Secretariat	Regional advocacy	<p>Yes</p> <p>Comments: The Eastern Health Authority (EHA) – a Regional Subsidiary of which this Council is a member - actively collaborates and participates in the newly formed State Interagency Hoarding and Squalor group (SAHSN). This group aims to assist Councils with addressing incidences of Hoarding and squalor that often involve social isolation. It is essential for the group to be successful that it is provided appropriate State Government support.</p>	1

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
9. Advocacy with new Service Level Agreement and updating MoU with State Government – review of school-based immunisation funding and models.	Ongoing	LGA Secretariat	Leadership Regional advocacy	Yes Comments: Will assist with: - Contributing to the effective control of preventable diseases by providing a high-quality immunisation service. - Appropriate levels of funding to ensure that Local Government delivery of immunisation is financially sustainable.	1
10. Development and delivery of learning sessions, tools and resources, informed / co-designed with Councils, advice / support to Councils and state government regarding community wellbeing (<i>in partnership with Wellbeing SA</i>).	To June 2024	Co-funded by Wellbeing SA and LGA (R&D)	Leadership Regional advocacy Policy initiation and review	Yes Comments: Will assist Local Government with key priority areas contained within their respective Regional Public Health Plan.	3

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
11. Broad advocacy to State Government regarding mental health outcomes and suicide prevention.	Ongoing	LGA Secretariat	Leadership Regional advocacy	No Comments: Nil.	5
12. Strengthening collaboration between the State and Local Government for the implementation of community wellbeing initiatives. <i>Focus areas include mental health promotion, physical activity and active living, healthy eating and food systems, Council level Public Health Partner Authority Agreements, healthy workplaces.</i>	Ongoing	Co-funded by Wellbeing SA and LGA (R&D)	Leadership Regional advocacy Policy initiation and review	Yes / No Comments: Regional Projects within the Regional Public Health Plan promote collaboration between State and Local Government through recognised regional partners. Regional projects and outcome goals within the Plan align with the key focus areas outlined in the GAROC Actions.	1

Actions for GAROC Priority 3 objectives	Timing	Budget / Resources	Link to GAROC role	Council comment – please advise if action is a priority from your Council’s perspective by selecting yes or no. Please add additional comments as preferred underneath your selection of yes or no.	If the action is a priority for your Council can you please rank using 1-5?
13. Advocacy to inform ongoing stormwater management reform being progressed by the State Government via an Expert Panel and SA Water (Resilient Water Futures)	Ongoing	LGA Secretariat - \$40,000 – carryover from 2022-23	Leadership Regional advocacy	Yes Comments: This priority is supported on the basis that it is important to ensure an integrated stormwater network across Council boundaries.	1

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 - B

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:

- Audit & Risk Committee – (15 May 2023)
(A copy of the Minutes of the Audit & Risk Committee meeting is contained within **Attachment A**)
- Norwood Parade Precinct Committee – (16 May 2023)
(A copy of the Minutes of the Audit & Risk Committee meeting is contained within **Attachment B**)

ADOPTION OF COMMITTEE MINUTES

- **Audit & Risk Committee**

That the minutes of the meeting of the Audit & Risk Committee held on 15 May 2023, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

- **Norwood Parade Precinct Committee**

That the minutes of the meeting of the Norwood Parade Precinct Committee held on 16 May 2023, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

Attachment A

Adoption of Committee Minutes

Audit & Risk 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

Audit & Risk Committee Minutes

15 May 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.*

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City of
Norwood
Payneham
& St Peters

Page No.

1.	CONFIRMATION OF MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD ON 17 APRIL 2023	1
2.	PRESIDING MEMBER'S COMMUNICATION.....	1
3.	QUESTIONS WITHOUT NOTICE	1
4.	QUESTIONS WITH NOTICE	1
5.	WRITTEN NOTICES OF MOTION	1
6.	STAFF REPORTS	1
6.1	SAFEWORK SA SAFETY ALERT - PLAYGROUNDS	2
6.2	PRUDENTIAL MANAGEMENT REPORT – PAYNEHAM MEMORIAL SWIMMING CENTRE	5
7.	CONFIDENTIAL REPORTS	14
7.1	COUNCIL RELATED MATTER	15
8.	OTHER BUSINESS	16
9.	NEXT MEETING	16
10.	CLOSURE.....	16

VENUE	Meeting Room 1 (Ground Floor)
HOUR	7.00pm
PRESENT	
Committee Members	Mayor Robert Bria (Presiding Member) Cr Grant Piggott Cr Claire Clutterham Ms Stefanie Eldridge (Independent Member)
Staff	Mario Barone (Chief Executive Officer) Lisa Mara (General Manager, Governance & Civic Affairs) Natalia Axenova (Principal Finance Officer) Jared Barnes (Manager, City Projects) Sean Faulkner (Manager, WHS & Risk) Skye Grinter-Falzun (Manager, Chief Executive's Office)
Visitor	Ms Corinne Garrett (UHY Haines Norton)
APOLOGIES	Ms Sandra Di Blasio (Independent Member)
ABSENT	Nil

TERMS OF REFERENCE:

The functions of the Audit & Risk Committee include:

- (a) reviewing Annual Financial Statements to ensure that the Statements present fairly the state of affairs of the Council; and
- (b) proposing, and providing information relevant to, a review of the Council's strategic management plans or annual business plan; and
- (c) monitoring the responsiveness of the Council to recommendations for improvement based on previous audits and risk assessments, including those raised by the Council's External Auditor; and
- (d) proposing, and reviewing, the exercise of powers under Section 130A of the Local Government Act 1999; and
- (e) liaising with the Council's External Auditor in accordance with any requirements prescribed by the regulations; and
- (f) reviewing the adequacy of the accounting, internal controls, reporting and other financial management systems and practices of the Council on a regular basis; and
- (g) providing oversight of planning and scoping of the Internal Audit work plan; and
- (h) reviewing and commenting on reports provided by the person primarily responsible for the Internal Audit function at least on a quarterly basis; and
- (i) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and
- (j) reviewing any report obtained by the Council pursuant to Section 48(1) of the Local Government Act 1999; and
- (k) performing any other function determined by the Council or prescribed by the regulations.

1. CONFIRMATION OF MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD ON 17 APRIL 2023

Ms Stefanie Eldridge moved that the minutes of the Audit & Risk Committee meeting held on 17 April 2023 be taken as read and confirmed. Seconded by Cr Clutterham and carried unanimously.

2. PRESIDING MEMBER'S COMMUNICATION

Nil

3. QUESTIONS WITHOUT NOTICE

Nil

4. QUESTIONS WITH NOTICE

Nil

5. WRITTEN NOTICES OF MOTION

Nil

6. STAFF REPORTS

6.1 SAFEWORk SA SAFETY ALERT - PLAYGROUNDS

REPORT AUTHOR: Manager, WHS & Risk
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4518
FILE REFERENCE: fA24688
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to advise the Audit & Risk Committee of the Council's response to a recent Safety Alert which has been issued by *SafeWork SA*.

BACKGROUND

On 1 April 2023, *SafeWork SA* issued a playground safety alert following an incident involving a young girl who was seriously injured when they fell off a swing while playing at a playground at an Adelaide Hills primary school. The swing involved in the incident is commonly known as a "bird's nest" (or rope basket) swing and can be mounted via two (2) point fixing or pendulum style.

As a result of the accident, *SafeWork SA* issued a safety alert for all those responsible for playgrounds to conduct "playground risk assessments".

In the Safety Alert, *SafeWork SA* recommended that assessments ensure that:

- all play equipment is suitable for the ages of children who attend the campus¹;
- swings, jungle gyms, bridges, adventure areas, nature strips or monkey bars are built in appropriate areas and maintenance is regularly undertaken;
- equipment is installed according to manufacturer's specifications;
- no screws or bolts are protruding;
- inspection checks are conducted by a competent person;
- risks assessments are regularly undertaken and particularly before any new equipment is purchased; and
- adequate "fall impact protection" such as ensuring loose fill is at the appropriate depth.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

- Risk Management Policy (2022).
- Asset Management Plan - Recreation and Open Space Infrastructure (2020).

FINANCIAL AND BUDGET IMPLICATIONS

An annual budget of \$96,000 is allocated for the ongoing maintenance of playground equipment.

Funding for playground renewal is embedded into councils *Recreational & Open Space Asset Management Plan* with annual expenditure determined by asset condition and asset life.

There are no financial and/or budget implications associated with this issue.

EXTERNAL ECONOMIC IMPLICATIONS

Nil

SOCIAL ISSUES

Nil

¹ This recommendation is not applicable to Council

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

To ensure that the Council manages all of the risks which are associated with operating and maintaining Council owned play spaces, the Council has a playground safety management system consisting of the following:

- systematic documentation and record keeping processes;
- establishment of risk assessment and reporting procedures;
- training of relevant staff; and
- conduct of timely inspections, maintenance and repairs as set out in Australian Standards.²

Of note, two (2) City Services staff have been trained to undertake weekly inspections (Level 1) with an additional four (4) staff trained to conduct the detailed operational (Level 2) inspections. These weekly and monthly inspections capture the overall safety of the equipment, foundations and surfaces.

The Council also uses an external contractor to undertake Level 3 inspections which covers all aspects of risk and liability on the play space. Level 3 Inspections are mandatory and must be conducted every twelve (12) months under AS 4685.0:2017 as per AS 4685:2021. These Level 3 inspections also serve as an external audit of the Council's maintenance staff and provides a yearly snapshot of compliance and progress of maintenance works. The inspection requires regular testing of impact attenuating surfaces within the required time lines.³

The most recent annual risk assessments were completed in October 2022 by *CCEP - Consulting Coordination*.⁴ The findings of these reports inform the City Services Unit maintenance program and City Assets Unit long-term renewal program.

CONSULTATION

- **Committee Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
The following staff have been consulted in respect to this issue:
 - Manager, WHS & Risk,
 - Manager, City Assets,
 - Project Manager, Assets, and
 - Director, St Peters Child Care Centre & Preschool.
- **Other Agencies**
Not Applicable.

² Australian Standard 4685.0:2017, *Playground equipment and surfacing, Part 0: Development, installation, inspection, maintenance and operation*

³ Loose fill is inspected annually with synthetic soft fall inspected every three years.

⁴ CCEP Consulting Coordination was the first play safety training organisation in Australia and New Zealand and continues to set the industry standard for compliance and training in both public and private sectors

DISCUSSION

Following the *SafeWork SA* Safety Alert, a review of Council owned playground facilities was coordinated by the Manager, WHS & Risk. As part of this review, it was confirmed that the Council has four (4) bird's nest-style swings located within the following playgrounds:

- Drage Reserve (pendulum);
- Hannaford Reserve (2-point fixing);
- Payneham Oval (2-point fixing); and
- Syd Jones Reserve (2-point fixing).

A review of the Comprehensive Annual Playground Inspections which has been undertaken by the consultant, CCEP, in late 2022, was also conducted. This review confirmed that there does not appear to be any fall risks will have been identified specifically for the bird's nest-style swings at any of the aforementioned playgrounds. However, as these inspections were undertaken almost six (6) months ago, City Assets staff recommend that the level of loose fill be checked at these four locations and remediated as required. As such, City Services staff subsequently arranged for the soft fall (loose fill) to be topped up on 18 Apr 2023.

In addition, on 4 April 2023, City Services staff - who are responsible for Level 1 and 2 inspections - were reminded to be extra vigilant when conducting their periodic inspections to ensure that the Council could demonstrate that it is proactively managing all threats associated with playground equipment.

CONCLUSION

The Council has always taken the maintenance and safety of playgrounds and public spaces very seriously. The recent Safety Alert issued by *SafeWork SA*, was however a timely reminder of the risks associated with public play spaces. The Committee should be confident that the Council has in place an appropriate playground safety management system and can demonstrate that it has implemented inspection and maintenance programs to ensure that our local playgrounds are a safe place to play.

RECOMMENDATION

That the Audit & Risk Committee notes that the Council has in place an appropriate management system which meets the expectations and requirements of the *SafeWork SA* Safety Alert which was issued on 1 April 2023.

Cr Piggott moved:

1. *That the Audit & Risk Committee notes that the Council has in place an appropriate management system which meets the expectations and requirements of the SafeWork SA Safety Alert which was issued on 1 April 2023.*
2. *That the existing single pendulum basket swing located at Drage Reserve be removed or, if possible, modified to a 2-point fixing system.*
3. *That consideration be given to not including any birds nest or rope basket style swings as part of any upgrade of existing playgrounds or the installation of new playgrounds by the Council.*

Seconded by Ms Stephanie Eldridge and carried unanimously.

6.2 PRUDENTIAL MANAGEMENT REPORT – PAYNEHAM MEMORIAL SWIMMING CENTRE

REPORT AUTHOR: Manager, City Projects
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4506
FILE REFERENCE: qA75100
ATTACHMENTS: A - F

PURPOSE OF REPORT

The purpose of this report is to present the Prudential Management Report for the Payneham Memorial Swimming Centre Redevelopment Project, to the Audit & Risk Committee for consideration and recommendation to the Council.

BACKGROUND

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

The Project includes:

- demolition of the existing swimming centre building, pools (outdoor 50 metre, learner's and wading) and associated infrastructure;
- a new swimming centre building with:
 - an entrance foyer and reception area;
 - a staff office area and breakroom;
 - a first aid room;
 - a kiosk/café;
 - male, female and unisex all-access changerooms with showers, toilets and lockers;
 - multipurpose rooms for swimming club and community use;
 - storage areas; and
 - a roof mounted solar panel system;
- an 11 x 20 metre indoor learner's pool;
- an 8 lane, 25 metre indoor lap pool;
- a 10 lane, 50 metre outdoor lap pool;
- a 14 metre tall tower with two outdoor waterslides;
- an outdoor, zero-depth waterplay area (splash pad);
- a plant room with pump and filtration systems; and
- shade shelters, picnic seating and barbecues.

The Council's former Regional Capital Projects Committee was established in October 2020 to assist the Council in the development of Regional Capital Projects. The Regional Capital Projects Committee considered the Project on a number of occasions.

At its meeting held on 27 October 2020, the Regional Capital Projects Committee considered a report on the draft *Patterson Reserve Community & Recreational Precinct Masterplan*, which includes the Payneham Memorial Swimming Centre. The *Masterplan* was prepared by TCL (design consultants). Following consideration of the report, the Committee resolved:

1. *That the report be received and noted.*
2. *That the Regional Capital Projects Committee recommends to the Council that it reaffirm its support for the Council's decision to refurbish the main pool in accordance with the Swimming Centres Long-Term Strategy.*
3. *That a report be resubmitted to the Council at a later date regarding the Tender for the Stage 2 Refurbishment of the main pool which was deferred by the Council at the August 2020 meeting.*
4. *That TCL (Consultants) be instructed to review Options A, B1 and C1 and develop any other options that are required to complete the Masterplan.*
5. *That TCL (Consultants) consult with the existing stakeholders regarding the draft concepts before finalising the draft concepts for the Committee's consideration.*

At its meeting held on 16 December 2020, the Regional Capital Projects Committee was presented with four (4) draft concepts for the Patterson Reserve Community & Recreational Precinct and more specifically, the Payneham Memorial Swimming Centre. Following consideration of the concepts, the Committee resolved the following in relation to the Patterson Reserve Community & Recreational Precinct and the Payneham Memorial Swimming Centre.

That Concept B2 be recommended to the Council for adoption for the purposes of progressing to the development of a draft Masterplan.

Subsequently, at its meeting held on 18 January 2021, the Council considered and adopted the Committee's recommendation and in doing so, endorsed Concept B2 as the preferred concept for the future redevelopment of the Payneham Memorial Swimming Centre and more broadly the Patterson Reserve & Community Recreation Precinct.

In January 2021, the Council also prepared a *Business Case* and made an application (refer to **Attachment A**) for the *Local Government Infrastructure Partnership Program (LGIPP)* for the Payneham Memorial Swimming Centre Redevelopment (the Project). The intent of *LGIPP* funding is to deliver economic stimulus projects to drive economic growth and employment in response to the economic downturn that was caused by the COVID-19 pandemic. The Council's application requested \$10 million towards a total estimated project cost at that time of \$24 million, of which the Council proposed to contribute \$14 million.

The *Business Case*, a copy of which is contained in **Attachment B**, outlines the background, strategic alignment and key considerations for the Project, including an analysis of the regional aquatics market and the expected economic impacts, financial costs and health and social benefits.

On 22 March 2021, the Council was advised that it was successful in securing *LGIPP* grant funding of \$5.6 million for the Project. As part of the Council's 2021-2022 Budget, the Council subsequently allocated a total project budget of \$24 million (comprising of \$5.6 million grant funding and \$18.4 million as the Council's allocation). It should be noted that the *LGIPP* was a very competitive grant program, and that the grant funding allocated to the Project is \$4.4 million less than the \$10 million which was requested by the Council in its grant application.

At its third and last meeting held on 21 April 2021, the Regional Capital Projects Committee resolved:

1. *That the draft Masterplan contained in Attachment B be recommended to the Council for adoption.*
2. *The Committee recommends to the Council that Stage 1 of the Payneham Memorial Swimming Centre Redevelopment Project, for the purposes of detail design, construction documentation and construction, should comprise of the following elements:*
 - *50 metre pool with provision for a solid cover;*
 - *new semi-enclosed 25 metre outdoor Learners' Pool;*
 - *new sports and leisure centre providing pool facilities and café, new gym/dry pool training, clubrooms and lettable function areas;*
 - *new leisure pool with interactive waterplay and high platform water slides;*
 - *the installation of shade, barbecues and picnic facilities on grassed embankment; and*
 - *new plant room to service the 50m Pool, new 25m Learners' Pool and the aquatic recreation equipment and facilities.*
3. *That the Committee notes that staff will now progress to the detail design and construction documentation stage of the Project for the Payneham Memorial Swimming Centre Redevelopment.*
4. *That the Committee notes that a suitable consultant will now be engaged to prepare a Prudential Report for the Council's consideration.*

At its meeting held on 3 May 2021, the Council resolved:

"that the minutes of the meeting of the Regional Capital Projects Committee held on 21 April 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council."

A copy of the *Patterson Reserve Community & Recreation Precinct Masterplan Report* is contained in **Attachment C**. The *Masterplan Report* provides a site history and analysis, summarises past consultation, and details the masterplan design principles, elements and the multiple draft concepts which were developed and considered for the Patterson Reserve and Payneham memorial Swimming Centre. The selected concept for the Payneham Memorial Swimming Centre is illustrated on page 11 of the *Masterplan Report*.

The Council subsequently conducted a tender process for a design consultancy to undertake the detail design and construction documentation for the redevelopment of the Payneham Memorial Swimming Centre. At its meeting held on 26 October 2021, the Council resolved to award the design consultancy contract to Design Worldwide Partnership (DWP Architects).

At its meeting held on 2 May 2022, the Council endorsed the Schematic Design developed by DWP Architects for the Payneham Memorial Swimming Centre. The key differences between the Masterplan and Schematic Design are outlined in **Table 1**.

TABLE 1: KEY DIFFERENCES BETWEEN MASTERPLAN AND SCHEMATIC DESIGN

Element	Masterplan (May 2021)	Schematic Design (May 2022)
Main Building	double (2) storey	single (1) storey
25m and Learner's Pools	joined and semi-enclosed	separated and fully enclosed (indoor)
50m Outdoor Pool	existing pool with eight (8) lanes to be refurbished with an optional roof over the entire pool area	new pool with ten (10) lanes to be built with retractable shade structure over shallow end of the pool
Waterslides	attached to main building	freestanding
Waterplay	one (1) outdoor area	indoor and outdoor areas
Plant Room	additional access point from OG Road	shared service access with Payneham Library
Carpark	multi-level carpark building (future)	option to remove existing playground and extend the Payneham Library carpark

The Council is preparing to undertake the redevelopment of the Payneham Memorial Swimming Centre and has allocated a budget of \$24 million for this Project based on preliminary cost estimates prepared in 2021. As set out in Section 48(1) of the *Local Government Act 1999* (the Act), the Council must obtain and consider a report that addresses the prudential issues set out in Section 48(2) of the Act before the Council engages in any project where the expected cost of the project over the ensuing five (5) years is likely to exceed \$4,000,000 (indexed).

Pursuant to Section 48(4) of the Act, the Prudential Report must be prepared by a person whom the Council reasonably believes to be qualified to address the prudential issues required to be addressed by Section 48. To this end, following a call for submissions, Ms Corinne Garrett of UHY Haines Norton, was engaged to prepare the Prudential Report for the Project.

Pursuant to *Section 48(4b)* of the Act, the Council must give reasonable consideration to the Prudential Report. A copy of the Prudential Management Report dated May 2023, which was prepared for the Project, is contained in **Attachment D**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's *Prudential Management Policy* was endorsed by the Audit Committee on 25 July 2022 and adopted by the Council on 4 July 2022. The purpose of this Policy is to provide guidance to the Council, the community and staff, with respect to the requirements for appropriate due diligence and prudential management of projects.

The Project's relationship to the Council's relevant strategic management plans is addressed on pages 8-10 in the Prudential Management Report.

FINANCIAL AND BUDGET IMPLICATIONS

In order to establish the initial budget, the Project was benchmarked against other similar proposed aquatic centre upgrade projects. Based upon the assessment at that time, a budget of \$24 million was considered to be sufficient to cover the estimated costs for the development of the detail design and construction documentation, as well as the refurbishment of the main 50 metre main pool and associated infrastructure, the 25 metre pool, aquatic play equipment (including the slides), plant room, the main building, as well as all ancillary features such as fencing, outdoor furniture and landscaping.

Since the budget was established, there have been significant movements in the market and in the rate of escalation that is currently being applied by the construction industry. This suggests that the current budget may be insufficient or at the very least, be put under pressure, particularly when it is compared to similar projects such as the Salisbury Aquatic Centre Project, which has a similar footprint to the Payneham Memorial Swimming Centre. The Salisbury Aquatic Centre Project was originally estimated at \$24-\$25 million in 2021. However, this project was tendered late last year / early 2023 and the project cost was recently announced at \$29.9 million, of which \$7.185 million is *LGIPP* grant funding. The increase in the Salisbury Aquatic Centre Project cost is approximately 20-25% higher than the original estimate.

Based on the current market conditions, it is anticipated that the construction costs for the Payneham Memorial Swimming Centre Redevelopment are very likely to exceed the allocated budget of \$24 million. The most recent cost estimate prepared by WT Partnership (cost consultants) on 20 October 2022 indicated a total construction cost of \$32.6 million.

Through the design process, Value Management has been undertaken in order to deliver the Project as close to the allocated budget as possible. However, it should be noted that the Council's decision, which was made with long-term outcomes in mind, to build a new ten (10) lane 50 metre outdoor pool in lieu of the refurbishing the existing eight (8) lane 50 metre pool, will incur an additional cost which was not factored into the original budget estimate.

When price escalation from January 2021 to mid 2023 is applied to the original budget of \$24 million, tenders in the range of \$30 to \$35 million are considered quite possible at this point in time.

However, notwithstanding the work which has been undertaken to provide accurate estimates, the actual costs for the Project will only be known once tenders are received. At that time, the Council will be in a position to consider options to manage the project costs such as reducing the scope (subject to the agreement of the Treasurer in terms of the impact on the cost finding), changing the specifications or working with the preferred tenderer to achieve savings.

The Project's financial and budget implications are identified and detailed on pages 12-16 in the Prudential Management Report.

It should be noted that whilst the Council budget is set at \$24 million, for the purposes of the Prudential Management Report, the financial modelling has been based upon the latest cost estimate of \$32.6m, which was prepared by WT Partnership (cost consultants) in October 2022. In addition, to assess the impact on the Council's financial position, the modelling has adopted an interest rate of 5.80%. Based on these parameters, the Prudential Review has determined that the Council's Operating Surplus and Asset Renewal Funding Ratios remain within the Council's endorsed targets.

In respect to the Net Financial Liabilities Ratio, this stays within the Council's target until year 5, peaks in year 6, and then reduces to the target limit in year 9 without any other changes to the current Long-Term Financial Plan inputs and assumptions. The Prudential Review identifies this as an element of risk for the Council to consider.

These factors will be considered as part of the future of its Long-Term Financial Plan.

A higher project cost will also result in higher depreciation and finance costs. The Council will need to consider and approve a new budget and adjust its Long-Term Financial Plan for the additional costs, or substantially reduce the scope of works which would lead to delays and possible loss of the Grant.

EXTERNAL ECONOMIC IMPLICATIONS

State and Federal Government stimulus funding for building and infrastructure projects in response to the COVID-19 pandemic has created a large demand for consultants and contractors to undertake work to deliver projects. The high demand together with the general resurgence of the economy (and the consequent inflationary impacts) has resulted in a shortage of labour and materials in the building industry, significant delays to complete work or supply materials and of particular importance, price inflation. In addition, the war in the Ukraine and rising fuel prices, have also contributed to rising material and transport costs.

The Project will create additional jobs during the construction period. It is a requirement of the *LGIPP* Grant Deed for the Council to "*implement an Industry Participation Plan which ensures that capable South Australian small to medium sized enterprises are given full, fair and reasonable opportunity to tender and participate in all elements of the Project.*"

New jobs (e.g. lifeguards, kiosk workers) are also anticipated to be created to support the on-going operations and increased participation in swim school programs at the Payneham Memorial Swimming Centre throughout the year.

The economic impact of the Project is further detailed on pages 10-11 in the Prudential Management Report.

SOCIAL ISSUES

Sport and recreation are important components of community life. The social and health benefits of participating in sports and recreation activities such as swimming are well documented.

CULTURAL ISSUES

The Payneham Memorial Swimming Centre is a much-loved community facility. The Swimming Centre opened in 1967 and its aged infrastructure is no longer suitable.

ENVIRONMENTAL ISSUES

The proposed improvements to the Payneham Memorial Swimming Centre will deliver environmental improvements by reducing water loss and hence annual water usage. It is estimated that the operational costs associated with the Swimming Centre will reduce by approximately \$40,000 per year.

The redevelopment of the buildings will ultimately reduce the carbon footprint from this facility. Environmental elements such as solar power and rainwater tanks are incorporated into the design of facilities.

RESOURCE ISSUES

To date, Council staff have managed the Project, including the procurement and management of consultants to prepare the detail design and tender documentation. The construction of the Project will require significant resource allocation from the Council. A consultant will be used to perform the role of Superintendent. Consultants will also be used for construction administration and project management activities as required to supplement the Council's staff resources.

Pages 17-18 in the Prudential Management Report include additional information regarding the Project Management component of the Project.

RISK MANAGEMENT

Project risks are being managed in accordance with the Council's *Risk Management Policy & Procedure*, and are addressed on pages 16-17 in the Prudential Management Report.

The detailed Project Risk Assessment is included in Appendix D of the Prudential Management Report. The proposed controls have reduced all identified risks within tolerable limits.

CONSULTATION

Details of the level of consultation undertaken for the Project are included on page 11 of the Prudential Management Plan and within the *Patterson Reserve Community & Recreation Precinct Masterplan Report*. Consultation has included the following key stakeholders.

- **Elected Members**
The Council has considered this Project on a number of occasions.
- **Community**
Payneham Swimming Club
Norwood Swimming Club
- **Staff**
Former General Manager, Corporate & Community Services
Former Manager, Finance
Manager, Swimming Centres
Manager, Economic Development & Strategy
- **Other Agencies**
South Australian Government Financing Authority
Department for Education
Office of the Industry Advocate
Royal Life Saving South Australia

DISCUSSION

The *LGIPP* Grant Deed (refer to **Attachment E**) was executed on 19 January 2022 and forwarded to the Council on 10 February 2022. The Grant Deed requires the Project to be completed by 30 June 2023 or such later date approved in writing by the Treasurer.

On 7 September 2022, Council staff wrote a letter (refer to **Attachment F**) to the South Australian Government Financing Authority (SAGFA) to provide the Treasurer with an update on the status of the Project and to request an amendment to the agreed timeframes for the three (3) Performance Milestones as set out in the Funding Deed. In reply, SAGFA's Contract Manager received and noted the new milestone dates on 9 September 2022.

On 26 October, 2022, Council and SAGFA staff agreed via email correspondence to wait until the tender process and contractor selection is completed so that there is more certainty over the Project schedule prior to formally revising the performance milestone dates for the Grant Deed. At that time, it was anticipated that the tender would be conducted in late 2022. However, this is a very large and complex project and it has required more time than originally anticipated to ensure that the design and documentation will deliver a suitably constructed facility that is responsive to the long-term needs of the community. Additionally, the Council received advice from both building companies and industry consultants, that it should delay going out to tender for construction until the market settles in 2023.

Following further correspondence, the Council's Manager, City Projects contacted SAGFA's Contract Manager in March 2023 to discuss the Project status and the potential implications to the *LGIPP* funding. During a telephone discussion, SAGFA's Contract Manager advised that:

- The grant funding is committed and there is no likelihood of losing the grant funding.
- Several Councils have been unable to meet their Funding Deed requirements, and there are risks that some of the projects may not go ahead due to changing priorities and construction cost escalation (up to 60% increase since 2020). This is a serious concern for the Treasurer.
- The Council's proposed project completion date (i.e. late 2024) is not too far after the deed expiry date (i.e. 30 June 2024) so it is likely that the Treasurer will allow an amendment. However, prior to amending the Funding Deed, the Council will need to:
 - tender the project to confirm costs and program;
 - obtain Council sign-off on the full project cost and commitment to complete the Project; and
 - confirm that the deliverables are the same as agreed in the Funding Deed.
- Other Councils that have obtained funding for swimming centres (i.e. City of Salisbury and District Council of Mount Barker) have also requested amendments to their Funding Deed milestone dates.

On 4 May 2023, SAGFA's Contract Manager informed the Council's Manager, City Projects *"that whilst we have remained in contact, DTF (Department for Treasury and Finance) has flagged that your project has not started, and your Grant Deed achievement dates are no longer achievable. As a result, a formal letter will be sent to your CEO from the Treasurer's Representative for a project status update."*

The tender documentation for the Project is due to be completed during the week of 15 May 2023. Subject to the Audit & Risk Committee's recommendation to the Council, the tender process is proposed to commence on Tuesday, 30 May 2023 and extend for a period of six weeks. A Special Meeting of Council has been scheduled for 28 August 2023 to consider the tenders and award a contract for the construction of the Project.

As set out in the Grant Deed, the Project is required to be physically completed by 30 June 2023 and as such, the Treasurer will be requested to approve a formal amendment to the Funding Deed. The existing and proposed Grant Details and Payment Schedule are indicated in **Table 2**.

TABLE 2: GRANT DETAILS AND PAYMENT SCHEDULE

	Payment Claim	Executed Funding Deed	Proposed Amendment
Project Commencement Date	-	19 June 2022	1 September 2023
Performance Milestone 1	\$560,000	15 July 2022	30 September 2023
<ul style="list-style-type: none"> • Construction commenced physically 			
Performance Milestone 2	up to \$2,800,000 less previous payments	19 October 2022	31 December 2023
<ul style="list-style-type: none"> • Demolition and earthworks completed • Construction of buildings and swimming pools commenced 	(\$2,240,000)		
Performance Milestone 3	up to \$5,600,000 less previous payments	30 June 2023	31 December 2024
<ul style="list-style-type: none"> • Practical completion achieved • Swimming Centre is open and available for use 	(\$2,800,000)		
Last Date to Claim	up to \$5,600,000 less previous payments	30 September 2023	30 March 2025
Expiry Date		30 June 2024	30 June 2025
Eligibility Period		23 March 2021 to 30 June 2023	23 March 2021 to 30 June 2025

OPTIONS

On the basis of the outcome and recommendations contained in the Prudential Report, there is no reason not to proceed with the construction tender for the Project. After the tenders are received and the actual costs are known, the Council will be in a position to consider options to manage the project costs such as reducing the scope (subject to the agreement of the Treasurer in terms of the impact on the cost findings), changing the specifications or working with the preferred tenderer to achieve savings.

CONCLUSION

The Prudential Management Report identifies that most prudential issues related to the Project are compliant with Section 48 of the *Local Government Act 1999*.

“Improvement Possibilities” have been identified for the following two (2) prudential issues:

- Development Plan: Planning Consent has been granted. An amended planning application will be lodged if required. Building Consent will be undertaken by Trento Fuller once documentation is complete and then Development Approval will be obtained.
- Project Costs: Project costs may be impacted by site contamination, price escalation and supply issues resulting actual tendered prices being different to cost estimates. Following the receipt of tenders, the Council can consider several options to manage the Project costs.

Two (2) other prudential issues have been flagged as “recommended actions to improve compliance, actions that are not yet complete or an element of risk to consider.” These include:

- Recurrent and Whole-of-Life Costs: Depreciation and Finance costs are included in the Long-Term Financial Plan for a capital cost of \$24m. Revised cost estimates anticipate the project cost could be up to \$32.6m. A higher project cost will result in higher depreciation and finance costs. The Council will need to consider and approve a new budget and adjust the Long-Term Financial Plan for the additional costs, or substantially reduce the scope of works which would lead to delays and possible loss of the Grant.
- The Financial Viability of the Project: The Net Financial Liabilities Ratio stays within the Council's targets until year 5, peaking in year 6 and then reducing to the target limit in year 9 without any other changes to LTFP inputs/assumptions.

As stated previously, these factors will be considered as part to the future of its Long-Term Financial Plan.

The Council must give reasonable consideration to the issues and recommendations contained in the Prudential Management Report prior to engaging a building contractor and undertaking the Project.

COMMENTS

The Prudential Management Report for the Project has been prepared by Ms Corinne Garrett, a suitably qualified person from UHY Haines Norton. Ms Garrett has assessed the prudential issues of which the Council must be aware and consider for the Payneham Memorial Swimming Centre Redevelopment in accordance with Section 48 of the *Local Government Act 1999*.

The detail design and construction documentation for the Project is practically completed. The tender process for a building contractor is proposed to occur over the next couple of months.

The Committee notes that following the receipt and assessment of tenders, a tender selection report will be prepared for the Council's consideration.

RECOMMENDATION

1. That the Prudential Management Report for the Payneham Memorial Swimming Centre Redevelopment Project dated May 2023, prepared by Ms Corinne Garrett of UHY Haines Norton, be received and noted.
2. That pursuant to Section 48 (4b) of the *Local Government Act 1999*, the Audit & Risk Committee has given reasonable consideration to the Prudential Management Report and recommends that the Council proceeds with the Payneham Memorial Swimming Centre Redevelopment, subject to approval from the Treasurer of South Australia to amend the Funding Deed for the *Local Government Infrastructure Partnership Program* grant of \$5.6 million for the Project.

Short Term Suspension of Proceedings

At 7.15pm, with the approval of two-thirds of the Committee Members present, the Presiding Member suspended the meeting proceedings pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulation 2013*, for 30 minutes to enable informal discussion to take place regarding the Prudential Management Report for the Payneham Memorial Swimming Centre Redevelopment Project.

Resumption of Proceedings

The meeting resumed at 7.43pm.

Cr Clutterham moved:

1. *That the Prudential Management Report for the Payneham Memorial Swimming Centre Redevelopment Project dated May 2023, prepared by Ms Corinne Garrett of UHY Haines Norton, be received and noted.*
2. *That pursuant to Section 48 (4b) of the Local Government Act 1999, the Audit & Risk Committee has given reasonable consideration to the Prudential Management Report and recommends that the Council proceeds with the Payneham Memorial Swimming Centre Redevelopment, subject to the Council's approval of the final tender and subject to approval from the Treasurer of South Australia to amend the Funding Deed for the Local Government Infrastructure Partnership Program grant of \$5.6 million for the Project.*

Seconded by Ms Stephanie Eldridge and carried unanimously.

7. CONFIDENTIAL REPORTS

7.1 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 disclosure of information concerning the personal affairs of any person (living or dead); and
- (b) information the disclosure of which –
 - (i) could reasonably be expected to prejudice the commercial position of the Council; and
 - (ii) would, on balance, be contrary to the public interest;

by the disclosure of sensitive commercial and financial information and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999*, the Council orders that the report and discussion be kept confidential for a period not exceeding five (5) years and that this order be reviewed every twelve (12) months.

Cr Piggott moved:

That pursuant to Section 90(2) and (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Governance & Civic Affairs, Principal Finance Officer, Manager, WHS & Risk and Manager, Chief Executive's Office], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and*
- (b) information the disclosure of which –*
 - (i) could reasonably be expected to prejudice the commercial position of the Council; and*
 - (ii) would, on balance, be contrary to the public interest;*

by the disclosure of sensitive commercial and financial information and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Cr Clutterham and carried unanimously.

Cr Clutterham moved:

Under Section 91(7) and (9) of the Local Government Act 1999, the Council orders that the report and discussion be kept confidential for a period not exceeding five (5) years and that this order be reviewed every twelve (12) months.

Seconded by Cr Piggott and carried unanimously.

8. OTHER BUSINESS

Nil

9. NEXT MEETING

Monday 24 July 2023.

10. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 8.09pm.

Mayor Robert Bria
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

Attachment B

Adoption of Committee Minutes Norwood Parade Precinct Committee

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

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City of
Norwood
Payneham
& St Peters

Norwood Parade Precinct Committee Minutes

16 May 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

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City of
Norwood
Payneham
& St Peters

Page No.

- 1. CONFIRMATION OF MINUTES OF THE NORWOOD PARADE PRECINCT COMMITTEE MEETING HELD ON 21 FEBRUARY 2023 1
- 2. PRESIDING MEMBER’S COMMUNICATION 1
- 3. NORWOOD PARADE PRECINCT NEWS..... 1
- 5.1 PROGRESS ON THE IMPLEMENTATION OF THE 2022-2023 ANNUAL BUSINESS PLAN 2
[This Item was dealt with out of sequence]
- 5.2 ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN *[This Item was dealt with out of sequence]* 9
- 4. STAFF PRESENTATION 12
- 5. STAFF REPORTS..... 12
- 5.1 PROGRESS ON THE IMPLEMENTATION OF THE 2022-2023 ANNUAL BUSINESS PLAN *[This Item was dealt with out of sequence - Refer to page 2 for the minutes relating to this Item]* 13
- 5.2 ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN *[This Item was dealt with out of sequence - Refer to page 9 for the minutes relating to this Item]* . 14
- 6. OTHER BUSINESS 15
- 7. NEXT MEETING..... 15
- 8. CLOSURE 15

VENUE Mayors Parlour, Norwood Town Hall

HOUR 6.30pm

PRESENT

Committee Members Mayor Robert Bria (Presiding Member)
Cr Sue Whittington
Cr John Callisto
Cr Josh Robinson (entered the meeting at 6.32pm)
Cr Victoria McFarlane
Ms Brigitte Zonta
Ms Hannah Waterson
Mr Joshua Baldwin
Mr Mario Boscaini
Mr Rik Fisher
Mr Tom McClure
Mr William Swale

Staff Mario Barone (Chief Executive Officer)
Keke Michalos (Manager, Economic Development & Strategy)
Tyson McLean (Economic Development Officer)

APOLOGIES Mr Michael Zito

ABSENT Nil

TERMS OF REFERENCE:

The Norwood Parade Precinct Committee is established to fulfil the following functions:

- *To develop and have oversight of the Annual Business Plan and Budget based on the Separate Rate for The Parade Precinct.*
- *The Budget developed by the Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan and the amount recommended to the Council for approval by the Council, is required to meet the objectives set out in the Annual Business Plan.*
- *To have oversight of the implementation of the Annual Business Plan as approved by the Council.*
- *Through the initiatives as set out in the Annual Business Plan ensure the development and promotion of The Parade as a vibrant shopping, leisure and cultural destination for businesses, residents and visitors.*
- *To initiate and encourage communication between businesses within the Precinct.*

1. CONFIRMATION OF MINUTES OF THE NORWOOD PARADE PRECINCT COMMITTEE MEETING HELD ON 21 FEBRUARY 2023

Cr McFarlane moved that the minutes of the Norwood Parade Precinct Committee meeting held on 21 February 2023 be taken as read and confirmed. Seconded by Mr Mario Boscaini and carried unanimously.

Cr Robinson entered the meeting at 6.32pm.

2. PRESIDING MEMBER'S COMMUNICATION

Nil

3. NORWOOD PARADE PRECINCT NEWS

Nil

Mr Mario Boscaini moved that Items 5.1 and 5.2 be brought forward for consideration. Seconded by Cr McFarlane and carried unanimously.

5.1 PROGRESS ON THE IMPLEMENTATION OF THE 2022-2023 ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA85811
ATTACHMENTS: A – F

PURPOSE OF REPORT

The purpose of this report is to provide the Norwood Parade Precinct Committee, with an update on the implementation of the *2022-2023 Norwood Parade Precinct Annual Business Plan*.

BACKGROUND

At its meeting held on 15 February 2022, the Committee considered and endorsed the *Draft 2022-2023 Norwood Parade Precinct Annual Business Plan* for The Parade Precinct and resolved to forward it to the Council for its endorsement and approval to be released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.

A report setting out the results of the consultation was prepared and included in the Norwood Parade Precinct Committee Agenda for the meeting scheduled for Tuesday, 10 May 2022. Due to a lack of quorum the meeting was cancelled. The Norwood Parade Precinct Committee meeting was then re-scheduled for Tuesday, 17 May 2022, however, due to a lack of quorum for the second time. This meeting was also subsequently cancelled.

On the basis that only one (1) submission was lodged, which did not impact on the contents of the draft Annual Business Plan, or the proposed distribution of the budget and that the Annual Business Plan is used to inform the Council's Budget, a decision was made to present the final *Draft 2022-2023 Norwood Parade Precinct Annual Business Plan* directly to the Council for its endorsement. The Council endorsed the Annual Business Plan as being suitable at its meeting held on 6 June 2022.

For the 2022-2023 financial year, the value of the Separate Rate on The Parade Precinct traders is \$215,000 and the carry forward amount from 2021-2022 is \$42,369, totalling \$257,369.

Investigations have progressed in respect to a number of deliverables and a summary of the overall budget, expenditure and amount currently allocated is contained in **Attachment A**.

DISCUSSION

1. STRATEGY: EVENTS & ACTIVATIONS

1.1 ART ON PARADE 2023

During the month of April, over 140 pieces of artwork created by forty-five (45) local artists were exhibited in businesses within The Parade Precinct. This year's collection included sculptures, paintings, drawings, glass and photographic work.

Twenty-four (24) Parade Precinct businesses/venues showcased artwork, with the month-long spectacle concluding with a closing event held at 30 Acres on Friday, 28 April 2023, which was attended by approximately sixty (60) guests. A new feature of this year's program, were the two (2) separate prizes on offer. The Art on Parade Prize, worth \$500 which was awarded to one of the exhibiting artists judged by two (2) industry professionals – and the People's Choice Prize, worth \$250 which was awarded to a member of the public who voted for their favourite artwork.

The program was curated by the Council's Arts Officer, Emma Comley, with the *Norwood Parade Precinct Committee* budget of \$5,000 being allocated towards the marketing and promotion of this event.

1.2 EASTSIDE BUSINESS AWARDS

The *Eastside Business Awards* program is for businesses trading within the City of Norwood Payneham & St Peters. The aim of the Awards is to recognise the best small businesses – retailers, restaurants, cafes, venues, professional services and food and beverage manufactures within the City of Norwood Payneham & St Peters.

More specifically, the *Eastside Business Awards 2023* aim to achieve the following objectives:

- recognise and celebrate the success of businesses within the City;
- raise the profile of the Council’s business sector;
- provide a platform for businesses that fall both within and outside of the Council’s business precincts the opportunity to be promoted;
- highlight the “hidden gems”;
- encourage exceptional customer service from businesses;
- make the City of Norwood Payneham & St Peters a destination choice for shopping, dining and services;
- increase patronage for businesses within the City; and
- associate the Council with a high-profile awards program.

The 2023 Awards Program was launched on Thursday, 16 February 2023 and the voting period concluded on Thursday, 16 March 2023. At the conclusion of the voting stage, the top (3) businesses in each category as determined by the public vote and the judging panel, became the finalists in each category. The winner of each category was also selected by the judging panel, which included Mayor Robert Bria and two (2) Solstice Media representatives.

Solstice Media was once again the major partner and assisted in delivering the awards program.

The *2023 Eastside Business Awards* received a record number of 11,062 public votes, as well as a record number of individual businesses being nominated, 316 (up 20% on 2022). This year’s winners have been recognised for providing an outstanding experience, product or service to their customers and the community. The finalists and winners in each of the eleven (11) categories are outlined in **Table 1** below:

TABLE 1: 2023 EASTSIDE BUSINESS AWARD WINNERS AND FINALISTS

<p>Best Arts & Culture / Entertainment Experience Winner: Mary MacKillop Museum Finalist: Art Images Gallery Finalist: Three D Radio</p>	<p>Best Food / Beverage Manufacturer Winner: Reform Distilling Finalist: Bos Taurus Butchery Finalist: Little Bang Brewing Co.</p>
<p>Best Café / Restaurant Winner: Taste of Nepal Finalist: Argo on The Parade Finalist: Café La Corp</p>	<p>Best Hair / Beauty Salon Winner: Sueno Hair Finalist: Prestige Beauty Bar Finalist: Untangled Hairstylists</p>
<p>Best Coffee Winner: Cheeky Grin Coffee Finalist: Pave Café Finalist: The Nourish’d Kitchen</p>	<p>Best Independent Small Business Winner: Marden Continental Finalist: Hearing Sense Finalist: Leaver & Son</p>
<p>Best Customer Experience Winner: Wheel&Barrow Homewares Finalist: Sanare Wellness Finalist: T Life</p>	<p>Best Professional Service Winner: Explore Potential Consulting Finalist: Adelaide Health Co. Finalist: Bambrick Legal</p>
<p>Best Fashion Retailer Winner: Boutique Mon Ami Finalist: Exurbia Finalist: ortc Clothing Co.</p>	<p>Best Pub / Bar Winner: The Colonist Finalist: Rising Sun Inn Finalist: The Maylands Hotel</p>

Hall of Fame (20+ Years): Gelato Bello

The winner of each category was announced at an Awards Night, which was held on Wednesday, 19 April 2023, at the St Peters Banquet Hall at which the Hon Andrea Michaels, Minister for Small and Family Business, Minister for Consumer and Business Affairs and Minister for the Arts attended, together with the finalists, Elected Members. Each winner received a digital advertising package to be spent on business marketing with Solstice Media to the value of \$1,000 and a choice of business advisory service to the value of \$1,000 provided by Norwood business, AFM Services. The food and beverages at the event were purchased and provided from a variety of local businesses including, Indulgence, Lambrook Wines, Signature Wines, Heartland Wines and The Suburban Brew.

Eleven (11) of the businesses named as finalists are located within The Parade Precinct.

During the initial stage of the campaign, communication was focussed on the business community via The Parade, Magill Road and the Council's websites, associated social media platforms and via EDM's, to inform and prepare businesses for the voting stage. The Council designed and printed collateral that was available to all businesses and encouraged business owners and employees to display the material within their business to promote the program. To complement the printed collateral, digital assets were available to businesses to download and use on their social media accounts.

The Council, in conjunction with Solstice Media, designed an extensive marketing campaign including print and digital advertising, editorial and social media across InDaily, SALIFE, CityMag and their targeted business EDM – Business Insights. The campaign delivered a clear and direct message, followed by a quick, user-friendly voting process that was completed online via the Eastside Business Awards website. To encourage the public to vote, a 'Vote & Win' competition was run with the winner receiving a voucher to the value of \$350 to the business of their choice. The winner of the competition, Mr Jade Eley, was selected at random and chose to receive a voucher to spend at Willie Stewart Interiors on Magill Road.

More information about the program, the winner and to read the articles relating to the Awards, visit www.eastsidebusinessawards.com.au

A selection of photos from the Awards Night is contained in **Attachment B**.

2. STRATEGY: MARKETING & COMMUNICATION

2.1 AFL GATHER ROUND PARADE FACEBOOK COMPETITION

At its meeting held on 21 February 2023, the *Norwood Parade Precinct Committee* resolved as follows:

That up to \$15,000 from a combination of the 'Events & Activations', 'Marketing & Communication', 'Identity & Brand' Strategies in the 2022-2023 Norwood Parade Precinct Annual Business Plan be allocated to assist with the competition, general marketing, promotion and activation of The Parade Precinct as part of the 2023 AFL Gather Round.

In its discussions with the AFL, the Council was successful in obtaining signed Adelaide Crows and Port Adelaide guernseys. Two (2) separate competitions were run on The Parade Facebook page to target both supporter bases. To complement the guernseys, each competition also offered five (5) \$100 Parade Gift Cards, in order to encourage a greater number of participants.

In relation to the entries for the competitions, the Adelaide Crows competition received 101 comments and the Port Adelaide competition received 70 comments. Although the entries were low, there was a significantly large engagement with the Facebook posts, which has resulted in an increase in The Parade Facebook following.

3. STRATEGY: IDENTITY & BRAND

3.1 AFL GATHER ROUND

As Members of the Committee are aware, on Friday, 14 and Sunday, 16 April 2023, Norwood Oval hosted two (2) AFL matches as part of the inaugural AFL Gather Round, which included all nine (9) games being played in South Australia. Norwood Oval became just the third location in South Australia to host an official home and away game of AFL.

The Friday twilight game featured Fremantle and Gold Coast. This match was attended by approximately 9,600 people and the Sunday afternoon match included Greater Western Sydney and Hawthorn, again in front of just over 9,000 people. Both matches were close finishes and were two (2) out of the closest (3) games for the entire round, ensuring fans were treated to a great spectacle.

In total, twenty-five (25) businesses from across the City of Norwood Payneham & St Peters participated in the event through an in-store offer/discount or other activation. Some of the feedback which has been received from the businesses included:

“Hope you enjoyed the game Friday night. You guys [the Council] put on a great show. Best Footy game I have been too. I will admit that I was mostly in the beer garden outside talking to random people.” – Tomas Evan (The Engraving Crew in Glynde)

“Thank you for your email and for the opportunity to be a part of the AFL Gather Round event. It was a pleasure to be involved in such an exciting event, and we were thrilled to see such a positive response from the community.

As for feedback, we would like to provide some comments on our experience during the event. We were happy with the level of participation and interest in our business during the event. However, we found that some attendees were not aware of the specific offers and activations we had available for the AFL Gather Round event, and we would recommend clearer post or signage in the future.

Overall, we are grateful for the opportunity to be involved in this event, and we look forward to the possibility of Norwood Oval hosting future matches in the AFL Gather Round.

We hope that our feedback will be useful in improving future events and promoting a positive experience for all participants. Thank you again for your support and for the opportunity to provide feedback.” – Jerry Liu (Rain Modern Asian Bistro)

The full list of feedback received to date is contained in **Attachment C**.

The Memorial Gardens, located immediately in front of Norwood Oval, was activated by the Council and the Norwood Football Club and included Eastside Wine & Ale Trail pop-up stands, food trucks, seating, live music, AFL goal post entries, a giant screen showing the games and various merchandise trucks. The Memorial Gardens also included a giant cube which featured The Parade branding and used the ‘Discover The Parade’ campaign. This cube included directions, walking distances, driving distances and travel times to businesses who were offering ticket holders unique discounts/offers. One side of the cube featured pubs and hotels and the opposite side included restaurants and takeaway outlets. The cube also contained generic ‘Discover The Parade’ flyers containing information about the types of businesses they could find along The Parade. Which people could take.

The Parade’ campaign and flyers were kept fairly generic so they could be used in the future. An image of the cube as well as the flyer are contained in **Attachment D** and **Attachment E**, respectively.

As Committee Members may also be aware, South Australia has been successful in obtaining the AFL Gather Round for the next three (3) years. Whilst no decision has been made regarding what venues (outside of Adelaide Oval) will host games, the Council is hopeful of games continuing to be played at Norwood Oval due to the resounding success of the inaugural offering. The Council has been advised that a decision regarding the venues will be made within the next couple of months.

3.2 SHOP THE PARADE & CRUISE EUROPE COMPETITION

At its meeting held on 21 February 2023, the *Norwood Parade Precinct Committee* resolved the following:

3. That \$50,000 is allocated from the Identity & Brand Budget to deliver the Annual Major Competition in 2023, including the prize and all marketing and promotion associated with the competition.

As resolved by the Committee, staff have pursued an overseas holiday as the competition prize due to its prior success as the competition prize (with respect to the number of entries and enticement to enter).

Following the Committee Meeting, a proposal was sent to all four (4) travel agents located within The Parade Precinct (*Helloworld, Phil Hoffmann, Top Deck Travel and Travel Associates Norwood*). *Travel Associates Norwood* was the only Travel Agent to respond with an offer of an overseas holiday. Through their partner company, Avalon Waterways, *Travel Associates Norwood* has been able to offer a six (6) day, five (5) night cruise along the Danube River from Hungary through to Germany, passing through Austria and Slovakia staying in a Category E Cabin. This has been provided by *Travel Associates Norwood*.

The Committee's budget will cover the costs associated with two (2) return fares flying with Qatar Airways in 'O' Class, airport transfers, one (1) night accommodation prior to the cruise commencing and contribute \$2,000 in spending money.

In total, the prize is valued at approximately \$14,218.

The competition has been named *Shop The Parade & Cruise Europe* and had a soft launch on Monday, 8 May 2023 to create awareness, before the official competition commencement date of Monday, 15 May 2023 at 9.00am. The competition will conclude on Monday, 26 June 2023 with the winner to be drawn by Mayor Bria (or another delegate of the *Norwood Parade Precinct Committee*) on Wednesday, 28 June 2023.

A substantial marketing and promotional campaign for the competition has already commenced and is scheduled for the remainder of the competition period, including print advertising in SA Life, Fifty+ SA, on-street posters, tear-away pads in each business, footpath decals, bin wraps, bollard wraps, digital advertising on the Council and The Parade websites, various Facebook and Instagram platforms, JOLT charging stations, SA Life, InDaily, CityMag, Fifty+ SA, radio advertising through Hit 107 and Influencer Marketing, including engaging with six (6) influencers to have them promote shopping on The Parade and entering the competition. These influencers have been provided with a Parade Gift Card each, which they will also promote to their various online audiences. The base artwork for the competition is contained in **Attachment F**.

A detailed summary of the results from the competition will be presented to the Committee at its next meeting, scheduled for 1 August 2023.

3.3 MERCHANDISE OPTIONS FOR THE PARADE

The budget of \$1,000 for 'Merchandise' has been fully spent as part of the overarching 'Identity & Brand' Strategy for the 2022-2023 financial year. This occurred when 68 Parade branded Wireless Orbit Charger units were purchased from local business, *Add Value*, back in August 2022. These have subsequently been allocated throughout the community at various Council events. Given there is available budget overall as part of the *2022-2023 Norwood Parade Precinct Annual Business Plan*, it is recommended that an additional allocation be made for the purchase of more Parade branded merchandise.

Merchandise is a simple, yet effective way of promoting The Parade Precinct to the wider community, especially when the branded items are something that is constantly used. In the past, Parade branded merchandise has included:

- wireless orbit phone charger;
- sustainable portable cutlery set;
- double wine cooler bag;
- face masks (during COVID-19 peak);
- reusable coffee cup (and due to popularity, this concept has again been recommended); and
- fridge magnet clip.

Possible options for future merchandise include:

- Parade branded umbrella (Nimbus Umbrella | Hydra Sports Umbrella);
- Parade branded lunch box (Zest Lunch Box | Brawny Insulated Lunch Bag);
- Parade branded reusable coffee cup (Java Vacuum Cup | Express Cup); and
- Parade branded power bank for phone and portable device charging (Slider Power Bank | Tesla Power Bank).

Each of these options will be presented at the Committee Meeting.

Alternative merchandise options can be investigated.

It is proposed that up to \$5,000 from the 'Marketing & Communications' budget be allocated to the 'Identity & Brand' budget to be used to purchase additional Parade branded merchandise.

4. STRATEGY: BUSINESS DEVELOPMENT

4.1 MID-YEAR BUSINESS NETWORKING EVENT

The Council-run business networking events continue to be popular and well attended by businesses and property owners. Each event is held at a different business, in a different location, throughout the City, utilising different local suppliers, where possible. Each event includes music, drinks and canapés as well as an update from the Mayor.

The details of the Mid-Year Business Networking Event are as follows:

Date: Tuesday, 27 June 2023

Time: 6.00pm – 8.00pm

Venue: The Suburban Brew, 26/30 Provident Avenue, Glynde

A printed invitation to the event will be distributed to all businesses within the City and will be included in the June edition of *YourBusiness* and *Business on Parade* eNewsletters. Bookings to attend this event will open later this month.

4.2 MAYOR'S BUSINESS COMMENDATION AWARDS

The *Mayor's Business Commendation Awards* is a program that recognises small businesses that contribute to the City's unique cosmopolitan lifestyle and sense-of-place, which makes the City so liveable.

Applications are open for small businesses who have reached the following milestones in the City of Norwood Payneham & St Peters:

- 10+ years Bronze Commendation;
- 25+ years Silver Commendation;
- 50+ years Gold Commendation; and
- 3+ generations Generational Family Business Commendation.

Businesses can self-nominate at www.npsp.sa.gov.au/mba

Recipients of a *Mayor's Business Commendation Award* will be presented at the Mid-Year Networking Event.

RECOMMENDATION

1. That the report be received and noted.
 2. That up to \$5,000 from the 'Marketing & Communications' budget be allocated to the 'Identity & Brand' budget, which is to be used to purchase Parade branded merchandise.
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Mr Mario Boscaini moved:

- 1. That the report be received and noted.*
- 2. That up to \$10,000 from the 'Marketing & Communications' budget be allocated to the 'Identity & Brand' budget, which is to be used to purchase Parade branded merchandise.*
- 3. That \$20,000 from the 'Marketing & Communications' budget be allocated to a digital marketing campaign, which is measurable.*
- 4. That the remaining 2022-2023 Norwood Parade Precinct budget be carried forward and allocated for Christmas events, decorations and activations and that a report outlining the options be prepared and presented to the Committee for its consideration at a Special Meeting to be held in June 2023.*

Seconded by Cr Robinson and carried unanimously.

5.2 ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA104342
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to present to the Norwood Parade Precinct Committee (NPPC), the final *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, for final review and endorsement prior to the Council's consideration and approval at its meeting to be held on 5 June 2023.

BACKGROUND

At its meeting held on 21 February 2023, the Committee resolved the following:

1. *That the Draft 2023-2024 Norwood Parade Precinct Annual Business Plan be endorsed as being suitable to present to the Council for its endorsement and approval prior to its release for consultation with The Parade Precinct business community for a period of twenty-one (21) days.*
2. *That the Chief Executive Officer be authorised to make any editorial changes to the document prior to the document being released for consultation.*

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* was presented to the Council at its meeting held on 6 March 2023 and was subsequently released for consultation for a period of twenty-one (21) days.

The draft Plan is based on collecting \$215,000 in revenue through The Parade Separate Rate which is applied by the Council.

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* was released for consultation with The Parade Precinct business community from Monday, 20 March 2023 until Wednesday, 12 April 2023 and comments were invited via email, and in writing. One (1) submission has been received in relation to the Plan. A copy of the submission is contained in **Attachment A**.

A copy of the final *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is contained in **Attachment B**.

FINANCIAL AND BUDGET IMPLICATIONS

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is based on a total budget of \$215,000 which is the total amount that the Council will receive from The Separate Rate.

RESOURCE ISSUES

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* is reliant upon the collection of The Parade Separate Rate, and its implementation will be undertaken by the Council's Economic Development Unit with input and involvement from other Council staff, external contractors and the Norwood Parade Precinct Committee.

CONSULTATION

The *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* was released for consultation on Monday, 20 March 2023, with comments sought in writing by no later than 5.00pm, Wednesday 12 April 2023.

A letter was sent to all business and property owners within The Parade Precinct advising them of the Draft Plan and the consultation process. A poster was placed in The Parade lightbox in front of Nordburger and a notice was also placed in *The Advertiser* on the first day of the consultation period. In addition to this, information was published on the Council and The Parade websites and an Electronic Direct Marketing (EDM) advising The Parade traders of the consultation was also distributed to all businesses. Copies of the Draft Plan were also made available at the Norwood Town Hall.

In response, the Council received one (1) submission.

DISCUSSION

The submission which has been received has raised the following concerns regarding the appearance of The Parade and its operations:

- untidy and dirty streetscape;
- adding colour and appeal to The Parade (in particular from Sydenham Road to Fullarton Road) via things such as planter boxes; and
- parking (2-hour limits get abused - would suggest making it 1-hour parking).

As the Committee is aware, the Council is currently in the process of implementing The Parade Masterplan which will address the amenity and appeal issues which were raised. Similarly, the Norwood Parade Precinct Committee has focussed efforts to brighten the western section of The Parade by installing promotional material, such as bin decals on existing street assets. While planter boxes will deliver on instant change to the appearance of The Parade – they require a significant amount of ongoing maintenance and upkeep. The Norwood Parade Precinct Committee will continue to consider ways and initiatives to activate The Parade's western end from Osmond Terrace to Fullarton Road.

In terms of the car parking, the Council will take on board the comments received and ensure that this issue is better managed through better policing. In this respect, the span of the time limit is irrelevant. The issue relates to policing of the time limits. To this end, the Council's draft *2023-2024 Budget* contains a proposal to employ additional resources for this purpose.

Given that the focus of the submission is based on the amenity of The Parade and car parking, both of which are outside the scope of the *2023-2024 Norwood Parade Precinct Annual Business Plan*, it is recommended that no changes be made to the draft Annual Business Plan and on the allocation of funds.

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

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

TABLE 1: NORWOOD PARADE PRECINCT COMMITTEE 2023-2024 ANNUAL BUSINESS PLAN

STRATEGY	BUDGET
<i>Events & Placemaking</i>	\$40,000
<i>Marketing & Communications</i>	\$70,000
<i>Identity & Brand</i>	\$90,000
<i>Business Support & Development</i>	\$11,000
<i>Administration</i>	\$4,000
TOTAL	\$215,000

OPTIONS

The Committee can endorse the draft Annual Business Plan contained in **Attachment B** and recommend to the Council that it be adopted. Alternatively, the Committee can amend or delete strategies and budget allocations and recommend the amended version to the Council for its approval.

CONCLUSION

A response will be provided to the business owner who has made the submission.

COMMENTS

Nil.

RECOMMENDATION

1. That the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, as contained in **Attachment B**, be endorsed and recommended to the Council for its approval.
 2. The Committee notes that a response will be provided to the property owner who made a submission.
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Cr Robinson moved:

1. *That the Draft 2023-2024 Norwood Parade Precinct Annual Business Plan, as contained in Attachment B, be endorsed and recommended to the Council for its approval.*
2. *The Committee notes that a response will be provided to the property owner who made a submission.*

Seconded by Cr Callisto and carried unanimously.

4. STAFF PRESENTATION

The staff presentation focussed on the development of a three (3) year Strategy for The Parade and in identifying the Strengths, Weaknesses, Opportunities and Threats relating to The Parade.

5. STAFF REPORTS

[This Item was dealt with out of sequence – Refer to Page 2 for the Minutes relating to this Item]

5.1 PROGRESS ON THE IMPLEMENTATION OF THE 2022-2023 ANNUAL BUSINESS PLAN

[This Item was dealt with out of sequence – Refer to Page 2 for the Minutes relating to this Item]

[This Item was dealt with out of sequence – Refer to Page 9 for the Minutes relating to this Item]

5.2 ENDORSEMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN

[This Item was dealt with out of sequence – Refer to Page 9 for the Minutes relating to this Item]

6. OTHER BUSINESS

Nil

Cr Robinson left the meeting at 8.28pm.
Cr Robinson returned to the meeting at 8.29pm.

7. NEXT MEETING

Special Meeting of the Norwood Parade Precinct Committee - Tuesday 20 June 2023

8. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.33pm.

Mayor Robert Bria
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:

- (m) information relating to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the *Planning, Development and Infrastructure Act 2016* before the draft instrument or amendment is released for public consultation under that Act;

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, discussion and minutes be kept confidential until the proposed amendment is released for the purpose of public consultation.

14.2 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:

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

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

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

15. CLOSURE