

# Council Meeting Minutes

**2 September 2024**

## **Our Vision**

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

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

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City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Council Chambers, Norwood Town Hall

**HOUR** 7.00pm

**PRESENT**

**Council Members** Mayor Robert Bria  
Cr Kester Moorhouse  
Cr Claire Clutterham  
Cr Hugh Holfeld  
Cr Josh Robinson  
Cr Kevin Duke  
Cr Victoria McFarlane  
Cr Scott Sims  
Cr Grant Piggott  
Cr Sue Whittington  
Cr John Callisto  
Cr Christel Mex

**Staff** Mario Barone (Chief Executive Officer)  
Derek Langman (General Manager, Infrastructure & Major Projects)  
Lisa Mara (General Manager, Governance & Civic Affairs)  
Andrew Hamilton (General Manager, Community Development)  
Gayle Buckby (Manager, Traffic & Integrated Transport)  
Josef Casilla (Project Officer, City Assets)  
Simonne Whitlock (Manager, Strategic Communications & Advocacy)  
Lucinda Knight (Executive Assistant, Chief Executive's Office)

**APOLOGIES** Cr Connie Granzio, Cr Garry Knoblauch

**ABSENT** Nil

**1. KAURNA ACKNOWLEDGEMENT**

**2. OPENING PRAYER**

The Opening Prayer was read by Cr Clutterham.

**3. CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 5 AUGUST 2024**

*Cr Sims moved that the Minutes of the Council Meeting held on 5 August 2024 be taken as read and confirmed. Seconded by Cr Duke and carried unanimously.*

**4. MAYOR'S COMMUNICATION**

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Monday, 5 August	<ul style="list-style-type: none"><li>Presided over a Council meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 6 August	<ul style="list-style-type: none"><li>Attended 'Raising the Bar Adelaide 2024' events, Little Bang Brewing Company, Stepney.</li></ul>
Friday, 9 August	<ul style="list-style-type: none"><li>Officially Opened the 2024 City of Norwood Payneham &amp; St Peters SALA exhibition, The Gallery, St Peters Town Hall Complex.</li></ul>
Saturday, 10 August	<ul style="list-style-type: none"><li>Attended the pre-match function followed by the Norwood versus South Adelaide football match, Norwood Oval.</li></ul>
Sunday, 11 August	<ul style="list-style-type: none"><li>Attended the Vietnam Veterans Day Service, Payneham RSL, Payneham.</li></ul>

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Monday, 12 August	<ul style="list-style-type: none"> <li>Presided over a meeting of the Chief Executive Officer's Performance Review Committee, Mayor's Parlour, Norwood Town Hall.</li> </ul>
Monday, 12 August	<ul style="list-style-type: none"> <li>Attended an Information Session: Representation Review, Mayor's Parlour, Norwood Town Hall.</li> </ul>
Monday, 12 August	<ul style="list-style-type: none"> <li>Attended Information Session: <i>CityPlan</i> 2030 – Update 2024, Mayor's Parlour, Norwood Town Hall.</li> </ul>
Monday, 12 August	<ul style="list-style-type: none"> <li>Attended an Information Session: Asset Management Plans, Mayor's Parlour, Norwood Town Hall.</li> </ul>
Wednesday, 14 August	<ul style="list-style-type: none"> <li>Attended the official opening of Rosa Mexicano, Norwood.</li> </ul>
Thursday, 15 August	<ul style="list-style-type: none"> <li>Presided over a meeting of the Eastern Region Alliance (ERA) Mayor's and Chief Executive Officer's Group, Norwood Town Hall.</li> </ul>
Friday, 16 August	<ul style="list-style-type: none"> <li>Attended the pre-match function followed by the Norwood versus North Adelaide football match, Norwood Oval.</li> </ul>
Saturday, 17 August	<ul style="list-style-type: none"> <li>Filmed a video at Burchell Reserve, St Peters.</li> </ul>
Sunday, 18 August	<ul style="list-style-type: none"> <li>Attended the Baltic Freedom Way Concert, Lithuanian House, Norwood.</li> </ul>
Monday, 19 August	<ul style="list-style-type: none"> <li>Meeting with resident, Norwood.</li> </ul>
Monday, 19 August	<ul style="list-style-type: none"> <li>Presided over a meeting of the Audit &amp; Risk Committee, Norwood Town Hall.</li> </ul>
Tuesday, 20 August	<ul style="list-style-type: none"> <li>Participated in an on-line Mainstreet SA Committee meeting.</li> </ul>
Sunday, 25 August	<ul style="list-style-type: none"> <li>Attended an on-site meeting with a resident, Evandale.</li> </ul>
Monday, 26 August	<ul style="list-style-type: none"> <li>Presided over a Citizenship Ceremony, Norwood Concert Hall.</li> </ul>
Monday, 26 August	<ul style="list-style-type: none"> <li>Attended an Information Session: Glynde &amp; Stepney Economic Market &amp; Strategic Options Analysis, Mayor's Parlour, Norwood Town Hall.</li> </ul>
Wednesday, 28 August	<ul style="list-style-type: none"> <li>Attended a meeting with the Chief Executive Officer, Mr Paul Di Iulio (President, Norwood Football Club) and Mr James Fantasia (Chief Executive Officer, Norwood Football Club), Mayor's Office, Norwood Town Hall.</li> </ul>
Saturday, 31 August	<ul style="list-style-type: none"> <li>Attended a meeting with Cr Holfeld, Firlie.</li> </ul>
Monday, 2 September	<ul style="list-style-type: none"> <li>Attended a meeting with Cr Clutterham, Adelaide.</li> </ul>

• **Eastern Region Alliance (ERA) Mayors and Chief Executive Officers Group – 15 August 2024**

Mayor Bria briefed the Council regarding the future direction of ERA Mayors and Chief Executive Officers (CEO) Group.

Michael Arman, Director, BRM Advisory, provided a presentation on the results of the ERA Mayors & Chief Executive Officers' Survey and the Draft ERA Purpose Statement, which will replace the ERA Strategic Plan.

It was agreed that from 2025, the number of ERA Mayors and CEOs Group meeting will be reduced from four (4) per year to three (3).

Mayor Bria advised the Council he will invite Hon Joe Szakacs MP, Minister for Local Government, to attend the final ERA Mayors and CEOs Group meeting to be held on 28 November 2024.

- **Tour of Stages 2 & 3 of the Trinity Valley Stormwater Drainage Project with Mr James Stevens MP, Federal Member for Sturt - 3 September 2024**

Mayor Bria advised the Council that he will give a tour of Stages 2 & 3 of the Trinity Valley Stormwater Drainage Project to Mr James Stevens MP, Federal Member for Sturt, on Tuesday 3 September 2024. Council staff and contractors will be present for the tour.

- **Tour of the Payneham Memorial Swimming Centre with Hon Joe Szackacs MP, Minister for Local Government - 3 September 2024**

Mayor Bria advised the Council that he will give a tour of the Payneham Memorial Swimming Centre with Hon Joe Szakacs MP, Minister for Local Government, on Tuesday, 3 September 2024. Council staff and representatives from Badge Construction will be present for the tour.

- **Presentations at the Mainstreet SA Conference - 17 & 18 September 2024**

Mayor Bria advised the Council that he will make two (2) presentations at the Mainstreet SA Conference to be held on 17 and 18 September 2024 and co-hosted by the City of Norwood Payneham & St Peters and the City of Unley. The presentations will focus on the economic impact on children and young people on The Parade and events on The Parade, with a focus on the AFL Gather Round.

#### **5. DELEGATES COMMUNICATION**

- Cr Callisto advised that on Wednesday 28 August 2024, he and Cr Mex attended the Marryatville in Concert at the Adelaide Town Hall.
- Cr Moorhouse advised that on Wednesday 28 August 2024, he and Cr Whittington attended the Eastern Health Authority Board Meeting.

#### **6. QUESTIONS WITHOUT NOTICE**

Nil.

#### **7. QUESTIONS WITH NOTICE**

Nil

#### **8. DEPUTATIONS**

## 8.1 DEPUTATION – TRAFFIC MANAGEMENT IN ST MORRIS

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**REPORT AUTHOR:** Manager, Traffic & Integrated Transport  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA1041  
**ATTACHMENTS:** Nil

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### SPEAKER/S

Ms Elspeth Reid

### ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

### COMMENTS

Ms Elspeth Reid has written to the Council requesting that she be permitted to address the Council in relation to traffic management matters in St Morris.

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

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Ms Elspeth Reid addressed the Council in relation to this matter.

**9. PETITIONS**  
Nil

**10. WRITTEN NOTICES OF MOTION**

**10.1 WRITTEN NOTICE OF MOTION – REPRESENTATION REVIEW – SELECTION OF PREFERRED STRUCTURE – RESCISSION OF MOTION – SUBMITTED BY CR JOSH ROBINSON**

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**NOTICE OF MOTION:** Representation Review – Selection of Preferred Structure – Rescission of Motion  
**SUBMITTED BY:** Cr Josh Robinson  
**FILE REFERENCE:** qA1039 qA138632  
**ATTACHMENTS:** A

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

**NOTICE OF MOTION**

That Part 2 of the Council's decision made at the Council Meeting held on 5 August 2024 (Item 11.8, page 52 of the Minutes), which reads as follows:

2. *That Option A be endorsed as the structure which will be included in the draft Representation Report.*

be rescinded.

If Part 2 as set out above is rescinded, Cr Robinson intends to move the following Motion:

*That Option 9.1 (Attachment A), as set out in the City of Norwood Payneham & St Peters Representation Review Discussion Paper (provided to Elected Members on 27 May 2024), be endorsed as the structure which will be included in the draft Representation Report.*

**REASONS IN SUPPORT OF MOTION**

**1. Sense of Community**

As Councillors we are part of our community. If the Wards are to progress as agreed, I believe we will lose that sense of community, and it is something worth holding onto. The Ward that I would be part of stretches into Royston Park. I can honestly say, since moving into the Norwood Payneham & St Peters Council area, I don't believe I have been to Royston Park in that time. There is also a large difference in demographics within the newly adopted Ward structure which I believe will be a lot harder to manage.

**2. Accessibility**

Running an election campaign takes time, energy and more importantly, money. But increasing the size of the Wards, we are making running for Council less accessible for those who may otherwise have run. I am concerned that this may pave the way for more party influence on Council as they can provide time and resources to door knock and letterbox drop. I love that the Norwood Payneham & St Peters Council has very few ties to the major political parties and I think it's important that it stays that way.

**3. Loss of Less Councillor's**

Changing to the attached (**Attachment A**) Ward structure would mean we are only losing one (1) Councillor at the next election. More voices on Council is a good thing as it provides different perspectives and experiences. We are losing at least one (1) Councillor at the next election, I see no reason why we need to make it any more than that.

**4. Retention of Identity**

The current Ward structure remains somewhat intact. The major change being the splitting of the Maylands and Trinity Gardens area into two (2) separate Wards. People will still know and understand the Ward boundaries, and the Councillors which represent them. This is beneficial for the community as a whole as they know who to contact in their local area.



**STAFF COMMENT**  
**PREPARED BY GENERAL MANAGER, GOVERNANCE & CIVIC AFFAIRS**

Nil

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*Cr Robinson moved:*

*That Part 2 of the Council's decision made at the Council Meeting held on 5 August 2024 (Item 11.8, page 52 of the Minutes), which reads as follows:*

*2. That Option A be endorsed as the structure which will be included in the draft Representation Report.*

*be rescinded.*

Cr Sims left the meeting at 7.35pm.

Cr Sims returned to the meeting at 7.36pm.

*Seconded by Cr Duke and lost.*

**10.2 WRITTEN NOTICE OF MOTION – COUNCIL RATES FOR PROPERTIES USED FOR SHORT-STAY ACCOMMODATION – SUBMITTED BY CR KESTER MOORHOUSE**

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**NOTICE OF MOTION:** Council Rates for Properties Used for Short-stay Accommodation  
**SUBMITTED BY:** Cr Kester Moorhouse  
**FILE REFERENCE:** qA1039  
**ATTACHMENTS:** Nil

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

**NOTICE OF MOTION**

That Council staff prepare a report on the feasibility of properties used for short-stay accommodation, such as Airbnb, being charged Council rates at the commercial rate, rather than at the residential rate.

**REASONS IN SUPPORT OF MOTION**

Almost all properties at which people reside are rated at the residential rate and properties at which businesses operate are rated at the commercial rate. Nobody lives at properties used exclusively for Airbnb, but they are used to run a business. These properties should be charged at the commercial rate.

The City of Adelaide has resolved for their 2024-2025 Business Plan and Budget to include charging short-stay accommodation, such as Airbnb, at the commercial rate. This motion seeks to investigate if their model can be used as a template for us to follow. This would send a strong signal to the community that we take their concerns seriously regarding both unneighbourly behaviour by Airbnb guests, and the impact that the massive expansion of short stay accommodation has had in reducing the supply of affordable residential rentals.

**STAFF COMMENT  
PREPARED BY CHIEF FINANCIAL OFFICER**

A report, as requested, will be provided to the Council.

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*Cr Moorhouse moved:*

*That Council staff prepare a report on whether properties used for short-stay accommodation, such as Airbnb, can be charged Council rates at the commercial rate, rather than at the residential rate.*

*Seconded by Cr Sims and carried.*

**11. STAFF REPORTS**

## **Section 1 – Strategy & Policy**

### **Reports**

## 11.1 CITYPLAN 2030 – UPDATE 2024

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**REPORT AUTHOR:** General Manager, Governance & Civic Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 83664509  
**FILE REFERENCE:** qA129675  
**ATTACHMENTS:** A - C

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### PURPOSE OF REPORT

The purpose of this report is to advise the Council of the results of the community consultation and engagement process regarding the draft *CityPlan 2030: Shaping Our Future – Update 2024* (the Council's Strategic Management Plan), and to present the final draft Plan to the Council for endorsement.

### BACKGROUND

The Council's Strategic Management Plan, *CityPlan 2030: Shaping Our Future*, provides the overarching strategic framework for all of the Council's services, projects and decision-making. It is based on a *Quadruple Bottom Line* approach, applying best practice sustainability principles to guide all decisions in respect to how the Council plans and delivers its services, facilities and initiatives. The four (4) Pillars of integrated sustainability, upon which the Council's strategic plan is based are: Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

The *Local Government Act 1999* (the Act), requires Councils to undertake a review of Strategic Management Plan(s) within two (2) years of each Council General Election. Given that a general election of the Norwood Payneham & St Peters Council was held in 2022, a review of the Council's Strategic Management Plan, *CityPlan 2030* needs to be completed by no later than November 2024.

*CityPlan 2030: Shaping our Future* was originally developed in 2007 and adopted by the Council in July 2008, as a long-term Strategic Management Plan spanning a twenty-year period. This contrasts with the traditional short-term strategic plans, which generally have a lifespan of three-to-five years, are generally associated with political cycles and can change direction with consequent impacts on financial and organisational stability. Included as part of *CityPlan 2030*, was the establishment of the Review Framework which reflects both the Local Government election cycle of four-year terms and also the long-term nature of the Plan. Establishing a planning horizon to 2030, allows the Council to undertake four (4) updates of *CityPlan 2030* throughout the life of the plan, with a more comprehensive mid-term review (undertaken in 2020).

At the Council meeting held on 13 November 2023, the Council endorsed the draft *CityPlan 2030 – Update 2024* for the purpose of undertaking for community consultation and engagement.

Following endorsement by the Council, the document was released for community consultation and engagement for a period of four (4) weeks, commencing on 15 January 2024 and concluding on 11 February 2024.

A copy of the Engagement Summary Report is contained in **Attachment A**.

In response to the comments which have been received during the community consultation and engagement process, only minor amendments are proposed and recommended to be made to the draft Plan which was released for consultation and engagement.

A copy of the final draft *CityPlan 2030 – Update 2024* with the recommended amendments is contained in **Attachment B**.

## **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

The draft Strategic Plan, *CityPlan 2030 – Update 2024*, (contained in Attachment B), continues to reflect the key policy frameworks which guide the Council's planning and decision-making, which includes sustainable principles and Quadruple Bottom Line (QBL) planning, decision making and reporting.

It is proposed that through the update that has been undertaken, this commitment to the QBL continue and in turn the four (4) Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability, be retained as the framework upon which the Plan is structured.

## **FINANCIAL AND BUDGET IMPLICATIONS**

The Council allocated funding for the review of *CityPlan 2030 - Update 2024* as part of the 2023-2024 Budget.

## **EXTERNAL ECONOMIC IMPLICATIONS**

Economic issues identified during the research, consultation and engagement process will be considered as part of the review.

## **SOCIAL ISSUES**

Social issues identified during the research, consultation and engagement process will be considered as part of the review.

## **CULTURAL ISSUES**

Cultural issues identified during the research, consultation and engagement process will be considered as part of the review.

## **ENVIRONMENTAL ISSUES**

Environmental issues identified during the research, consultation and engagement process will be considered as part of the review.

## **RESOURCE ISSUES**

The *CityPlan 2030 – Update 2024* was managed by the Council's Manager, Strategy. Staff from across the organisation have contributed to the review of the document, preparation of promotional materials and responding to community enquiries as they arise.

URPS was engaged to assist the Council with the preparation and delivery of the draft *CityPlan 2030 – Update 2024* document.

As part of the review of the document Council staff have been involved in workshops testing the validity and relevance of the Objectives and Strategies of *CityPlan 2030 – Update 2024* and the data and research used to formulate the changes.

## **RISK MANAGEMENT**

Whilst a Council can review its Strategic Management Plans at any time, the *Local Government Act 1999*, requires councils to review their Strategic Management Plans within two (2) years of Council General Elections.

Finalising the process of reviewing *CityPlan 2030 – Update 2024* ensures that the Council meets its legislative obligations under the *Local Government Act 1999*.

However, as *CityPlan 2030* is a long-term plan, it is important for the ongoing stability of the Council's future planning and operations that the strategic directions of the Plan are not significantly changed in the middle of the planning cycle. On this basis, it is recommended that adjustments and changes reflect emerging issues and any shifts in the community's priorities, rather than the high-level Outcomes or the Council's overall vision. If the Council has a robust and well considered Strategic Management Plan in place, any adjustments to *CityPlan 2030* should be at the Objectives and Strategies levels only.

Undertaking a review as part of the four (4) yearly cycle of updates of *CityPlan 2030* and consulting with the community as part of the process demonstrates responsible governance and the Council's commitment to authentic and effective community engagement. Failure to consult with the community would demonstrate a lack of commitment by the Council to the overall well-being of the community.

## CONSULTATION

- **Elected Members**

A Workshop was held with Elected Members on 30 October 2023, to 'set the scene' for the review of *CityPlan 2030* and to assess the current Objectives and Strategies contained within *CityPlan 2030*.

The draft *CityPlan 2030 – Update 2024* document was presented to the Council at its meeting held on 13 November 2023 for review and consideration prior to releasing the document for community consultation and engagement.

An information Session was subsequently held in August 2024 to present the proposed changes to the Objectives and Strategies, prior to finalising the draft *CityPlan 2030 - Update 2024* document for adoption.

- **Community**

Extensive community engagement was undertaken in 2007 when *CityPlan 2030* was first developed and further engagement was again undertaken as part of the 2012 and 2017 updates and the 2020 Mid-term Review.

Community engagement on *CityPlan 2030 – Update 2024* was undertaken in accordance with the Council's *Community Consultation Policy*.

The consultation and engagement process for the draft *CityPlan 2030 - Update 2024* involved a four (4) week consultation period commencing on 15 January 2024 and concluding on 11 February 2024.

During this consultation period, three (3) community 'drop-in sessions' were held at the Norwood Town Hall, Payneham Library and St Peters Library at which a total of twenty-six (26) groups/people attended. Online and hard copy surveys were available for citizens to provide their comments on the draft Plan. A total of thirty-nine (39) submissions were received (9 written submissions and 30 survey respondents).

- **Staff**

A Workshop was held with Council staff focusing on the objectives and strategies under each of the four (4) Outcomes. The Workshop provided staff with an opportunity to contribute to the review of the Plan and to provide feedback on the whether or not the Objectives and Strategies were still considered to be relevant, whether there was a need to make any modifications based on community expectations and global trends and if there were any gaps in the Strategy.

- **Other Agencies**

State and Local Government stakeholders, as well as Members of Parliament, were advised of the consultation period on the draft *CityPlan 2030 – Mid Term Review* and invited to provide comments as part of the community consultation and engagement process.

No comments have been received from these agencies.

## DISCUSSION

When *CityPlan 2030* was originally initiated in 2007, it was based on an extensive and wide-ranging community engagement program, incorporating a comprehensive *Community Visioning* exercise which developed the Vision for a preferred future based on the community's shared values, aspirations and priorities. It was through this process that the Quadruple Bottom Line (QBL) model for Well-being, which incorporates the Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability were adopted. From this process, a series of Objectives, Strategies, Indicators and Targets were prepared.

Similar to the last three (3) reviews (ie 2012, 2017 and 2020), the current review has not involved the redrafting of the Plan. The purpose of this review is to reaffirm the high-level strategic direction of the Council through the format of a progress review, intended to confirm the continued relevance of the Objectives and Strategies and determine whether amendments or additions are required, in order to achieve the Outcomes more effectively, address any emerging issues, or reflect any changes in the Council's or the community's expectations and priorities.

The framework for the review of *CityPlan 2030*, which was originally prepared in 2007, continues to remain relevant for the 2024 Update. As previously outlined in this report, the Review Framework has been developed to reflect the Local Government Council Election cycle of four-year terms and also the long-term nature of the Plan.

A copy of the Review Framework is contained in the draft *CityPlan 2030 – Update 2024*.

The planning framework to 2030 allows for four (4) updates of *CityPlan 2030* scheduled in 2012, 2016 (completed in 2017), 2024 and 2028 with an additional Mid Term Review scheduled for 2020. This review constitutes the fourth update of the Plan. Although a review of *CityPlan 2030* is required to be undertaken after each Local Government General Election, it is important that political interests are balanced with the long-term strategies, which were identified during the original consultation process in 2007.

The draft *CityPlan2030 – Update 2024* ensures:

- the continued alignment of *CityPlan 2030* with current State Government strategic planning documents (both existing and draft) – where common objectives exist; and
- that the Strategies for each Objective reflect new opportunities or changes to priorities, as well as the initiatives which have been identified by the Council.

The draft *CityPlan2030 – Update 2024* has also been reviewed against the following ten (10) considerations identified from statistical and policy research and where appropriate changes have been made to the objectives and strategies to strengthen them accordingly.

1. Population growth and character preservation
2. Tree canopy establishment and protection
3. Supporting businesses and economic prosperity
4. Supporting young and old
5. Housing availability and affordability
6. Accessible and attractive neighbourhoods (cycling, walking, parking, open space)
7. Climate change adaptation and mitigation
8. Waste management
9. Community wellbeing, pride and cultural inclusion
10. Smart City

The input provided by Elected Members, staff and the community as well as research of trends emerging from the 2021 ABS Census data and 2023 Remplan economic data, 2021 Business and Residents Surveys, and National, State and local policy have also been used to inform the draft *CityPlan2030 – Update 2024*.

Overall, it is clear that the strategic direction of the Council as expressed through *CityPlan 2030* remains relevant and is supported by the Elected Members and the community.



Outlined below is a brief overview of each section. A summary of the full set of changes and revised Objectives and Strategies is contained in the draft *CityPlan2030 – Update 2024*.

## **Vision**

No change is proposed to the Vision and therefore will remain as follows:

*“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.”*

## **Outcomes**

Similar to the Vision, the Outcomes are proposed to remain unchanged.

- **Outcome 1: Social Equity**  
*An inclusive, connected, accessible and friendly community.*
- **Outcome 2: Cultural Vitality**  
*A culturally rich and diverse city, with a strong identity, history and 'sense of place'.*
- **Outcome 3: Economic Prosperity**  
*A dynamic and thriving centre for business and services.*
- **Outcome 4: Environmental**  
*A leader in environmental sustainability.*

## **Objectives and Strategies**

As a result of the research and comments which have been received, minor changes are recommended to the wording of the existing Objectives and Strategies. Generally, the proposed changes reflect emerging trends and the Council's level of influence and role in the delivery of its programs, services, facilities and initiatives, all of which were discussed or raised by Elected Members and staff. The key themes that were taken into consideration are outlined below:

### *Social Equity Outcome –*

- Increasing the focus on sustainable active transport with a greater focus on integrated transport planning and the importance of creating walkable and cyclable neighbourhoods,
- Increasing disability access and inclusion.
- Increasing access to Wi-Fi.
- Housing diversity (single, intergenerational).
- Neighbourhood improvements and presentation.
- Community connection.

### *Cultural Vitality Outcome –*

- Acknowledging and celebrating both the existing and newly arrived cultural groups that live in our City.
- Considering innovative architecture that supports extensions to heritage properties.

### *Economic Prosperity Outcome*

- Reducing the focus on creative industries.
- Focusing on enabling, brokering, facilitating new or innovative businesses that meet a community need or want.
- Focusing on master planning and creating an attractive public realm to support and attract businesses.
- Supporting social enterprises, community groups and consider co-working spaces.

### *Environmental Sustainability Outcome*

- Focusing on tree canopy in response to the new Tree Strategy.
- Elevating waste management and circular economy to its own objective and providing more direction.
- Biodiversity planning and conservation.
- Sustainable procurement.
- Focusing on education and volunteering.

### **Indicators and Targets**

*CityPlan 2030 – Mid Term Review* introduced a revised approach to measuring the Council's success, whereby Targets are aligned to the four (4) key Outcomes, as opposed to the Objectives. This structure focuses on measuring the Council's achievement against what the Council is striving for, that is the four (4) Outcomes of *CityPlan 2030 – Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability*.

Measures of success are outlined for each of the four (4) Outcomes in the Plan and are set at the following three (3) strategic levels:

- **Macro** – Targets reflect the Council's commitment to contributing towards State and Federal Government Targets, however the level of achievement against these targets is influenced by external economic and social factors, which are not in the full control of the Council.
- **Council** – Targets are set against deliverables which the Council is wholly accountable for and are not impacted by any reasonable external influences.
- **Community** – Perception Targets are set that reflect the community's level of satisfaction.

*CityPlan2030 - Update 2024* has not amended these measures.

The purpose of this approach to the targets, is to ensure that the Council can easily measure and capture information on the progress towards strategic directions of the Plan.

The complete set of Targets are outlined in the draft *CityPlan – Update 2024*. There are no changes proposed to the Targets.

### **Outcome of the Community Consultation and Engagement**

The community consultation and engagement phase involved the release of the draft *CityPlan 2030 – Update 2024* document to the community for its consideration and comment. The engagement and promotional activities for this stage of consultation included the following:

- promotion of the draft *CityPlan 2030* engagement opportunities on the Council's website, and on social media channels;
- promotional posters, postcards and copies of the draft *CityPlan 2030* document and hard copy feedback forms available at each of the Council's libraries and at the Norwood Town Hall Citizen Service Centre;
- signage at two (2) key intersections located in the City; and
- an opportunity for people to provide feedback via an online survey form available on the Council's consultation webpage.

The consultation and engagement process for the draft *CityPlan 2030 - Update 2024*, involved a four (4) week consultation period commencing on 15 January 2024 and concluding on 11 February 2024.

During this consultation period, three (3) community 'drop-in sessions' were held at the Norwood Town Hall, Payneham Library and St Peters Library at which a total of twenty-six (26) groups/people attended. Online and hard copy surveys were available for citizens to provide their comments on the draft Plan.

A total of thirty-nine (39) submissions have been received (9 written submissions and 30 survey respondents).

The survey asked participants whether they supported each of the Objectives and Strategies in the draft *CityPlan 2030 – Update 2024* document by responding 'yes', 'no' or 'in part' to each individually. The survey also provided opportunities for open responses on the draft Plan and asked participants to comment on, “*Why you agree or disagree? What do like or dislike? What should be changed, removed or added?*”

A copy of the survey is contained in **Attachment C**.

The Engagement Summary Report which has been prepared by URPS (consultants) (Attachment A), includes the following:

- a summary of the survey results;
- a copy of the comments which were provided as part of the survey responses; and
- a copy of the written submissions.

In summary, there was a positive level of support for the draft *CityPlan 2030 – Update 2024* and the majority of strategies set out in the document.

In response to the comments which have been received, a number of minor changes are proposed. The changes have been incorporated into the final draft *CityPlan 2030 – Update 2024*.

Table 1 below sets out the proposed and recommended amendments to the draft *CityPlan 2030 – Update 2024* in response to the comments received.

**TABLE 1: SUMMARY OF AMENDMENTS PROPOSED TO CITYPLAN 2030 – UPDATE 2024**

<b>Outcome</b>	<b>Strategy</b>	<b>Proposed Amendment</b>
Social Equity	Strategy 1.2.5 (new)	<i>Enable installation of electric vehicle charging infrastructure.</i>
Social Equity	Strategy 1.4.1 (updated wording)	<i>Provide all ages and abilities programs and spaces for sport, recreation and play to support physical and mental wellbeing</i>
Cultural Vitality	Strategy 2.4.3 (updated wording)	<i>Encourage the protection of trees and maximise greening in new development and the public realm.</i>
Cultural Vitality	Strategy 2.4.5 (new)	<i>Encourage infill development to balance housing diversity with the liveability and character of established neighbourhoods.</i>

In addition to the above, at the Elected Members’ Information Session held on Monday, 12 August 2024, an additional strategy was discussed as a potential update to Strategy 1.3.1 under the Social Equity outcome:

*1.3.1 Promote and facilitate volunteering and community led ideas in the community and within the Council.*

This strategy has not been recommended to be included in *CityPlan 2030 – Update 2024* on the basis that Objective 1.3 as it currently reads, provides opportunities for community involvement ranging from input into decision making and the development of programs to facilitating partnerships to build community capacity.

In summary, the proposed amendments to the draft *CityPlan 2030 – Update 2024* are relatively minor, which suggests that generally the Plan meets the community expectations for the future of the City. A further review to *CityPlan 2030* is scheduled to occur in 2028 prior to a new plan being prepared in 2030.

Subsequent to the Council endorsing the draft *CityPlan 2030 – Update 2024*, the following activities will be undertaken to promote the release of the final document:

- all members of the community who participated in the consultation and engagement will be notified in writing of the outcome;
- a media release will be prepared;
- updates will be made to the Council’s website and *CityPlan 2030* web page; and
- printing and distribution of the final *CityPlan 2030 – Update 2024* will occur.

Additionally, all future references to *CityPlan 2030* will be based on the updated document.

## OPTIONS

The Council can choose not to endorse the draft *CityPlan 2030 – Update 2024* document. However the draft *CityPlan 2030 – Update 2024* has been prepared based on the comments received from Elected Members, staff and the community as well as extensive research of key trends and drivers of change currently facing society. On this basis, it is recommended that the draft *CityPlan 2030 – Update 2024*, as contained in **Attachment B**, be endorsed by the Council.

## CONCLUSION

The *CityPlan 2030: Shaping Our Future – Update 2024* seeks to build upon the strategic directions which have been identified by the Council in the first iteration of the Plan, as the Council works towards the overarching Vision and Goal of Community Well-being. Undertaking the community consultation and engagement has enabled the Council to ‘test’ the draft amendments that have been proposed and refine the strategies aimed at achieving the Vision of *CityPlan 2030*, in order to produce the final draft presented herein.

## COMMENTS

The review of *CityPlan 2030* has ensured that the Council is continuing to meet the aspirations and expectations of the community, whilst ensuring that it continues to strive to achieve the four (4) outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

Also important, is the stable environment that the Council achieves from adopting a long-term Vision and progressively working towards its implementation. This can be seen when reviewing the standard and variety of projects which have been undertaken by the Council and the quality of the Council’s services, programs and facilities it has delivered.

## RECOMMENDATION

1. That the draft *CityPlan 2030 – Update 2024*, contained in Attachment B be endorsed.
  2. That the Chief Executive Officer be authorised to make any editorial changes to *CityPlan 2030 – Update 2024*, as necessary, to finalise the document in a form suitable for finalisation and printing.
- 

Cr Sims left the meeting at 7.58pm.

Cr Sims returned to the meeting at 7.59pm.

*Cr Mex moved:*

1. *That the draft CityPlan 2030 – Update 2024, contained in Attachment B, be endorsed with the inclusion of the following amendment:*

*Change Strategy 1.3.3 under Social Equity (page B30 of Attachment B) to read as follows:*

*“Recognise and use the skills, knowledge and resources of the community and promote community-based initiatives where possible”.*

2. *That the Chief Executive Officer be authorised to make any editorial changes to CityPlan 2030 – Update 2024, as necessary, to finalise the document in a form suitable for finalisation and printing.*

Cr Robinson left the meeting at 8.04pm.

Cr Robinson returned to the meeting at 8.05pm.

*Seconded by Cr Sims and carried.*

## 11.2 DRAFT ASSET MANAGEMENT PLANS

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**REPORT AUTHOR:** Project Manager, Assets  
**GENERAL MANAGER:** General Manager, Infrastructure & Major Projects  
**CONTACT NUMBER:** 8366 4586  
**FILE REFERENCE:** qA156423  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the draft Asset Management Plans (the AMPs) to the Council for endorsement for the purpose of conducting community consultation.

### BACKGROUND

Pursuant to Section 122 (4) of the *Local Government Act 1999*, the Council must undertake a comprehensive review of its Strategic Management Plans, which includes the Council's Asset Management Plans, within two (2) years after each Local Government General Election.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Strategic Management Plan, *CityPlan 2030*, provides the framework upon which the Council's Strategic Management Plans are developed. The Council's suite of Strategic Management Plans currently incorporates the *CityPlan 2030*, the Long-Term Financial Plan (LTFP), the Asset Management Plans, and the Annual Business Plan and Budget.

### FINANCIAL AND BUDGET IMPLICATIONS

The AMPs allow for the long-term planning of the renewal and upgrade of the City's infrastructure and assets, which in turn provides for the integration of projects from across the respective asset classes. This approach leads to improved efficiency and more effective use of the Council's financial resources, which in turn results in better outcomes for the community.

To this end, reference should be made each year to the AMPs when preparing the Annual Business Plan and Annual Budget, to ensure that the Council's broad outcomes, both financial and operational, are continuing to be achieved.

### EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

### SOCIAL ISSUES

The AMPs set out how the Council intends to maintain, renew and upgrade its existing asset base. The AMPs identify the service standards that are to be set and maintained with respect to the roads, footpaths, stormwater drainage, open space and buildings. If assets are not maintained and renewed in line with the timing and standards set out within the respective AMPs, community well-being may be impacted upon through a reduction in service through the removal of assets (i.e., playgrounds, public facilities) from service or exposure to hazards resulting from inadequately maintained assets.

### CULTURAL ISSUES

Not applicable.

### ENVIRONMENTAL ISSUES

Not applicable.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

The review of the Asset Management Plans has been undertaken to ensure that Council meets its legislative obligations, as set out in the *Local Government Act 1999*.

## CONSULTATION

- **Elected Members**

An Elected Members Information Briefing Session was held 12 August 2024.

The Audit & Risk Committee considered and endorsed the draft AMPs at its meeting held on 19 August 2024.

- **Community**

The Community will be provided with the opportunity to comment on the draft AMPs through the community consultation process which is scheduled to commence on 4 September 2024 until 2 October 2024.

- **Staff**

Chief Executive Officer  
Chief Financial Officer  
General Manager, Infrastructure & Major Projects  
Finance Business Partner  
Manager, City Projects

- **Other Agencies**

Nil

## DISCUSSION

Asset management is the combination of management, financial, economic, engineering and other practices that are applied to the management and custodianship of physical assets with the objective of meeting the required level of service in the most cost-effective manner. Asset management planning ensures the delivery of services from an infrastructure perspective is provided in a financially sustainable manner.

The AMPs form part of the Council's suite of Strategic plans and set out the Council's approach to the management of Council owned assets over the lifecycle of each asset class, which includes acquisition, operational maintenance, renewal and disposal.

The Council has AMPs for each of the major asset classes;

- Civil Infrastructure
  - roads (surface, pavement, kerbing and footpaths);
  - traffic control devices;
  - off-road carparks; and
  - shared paths.
- Stormwater Management
  - culverts;
  - pipes; and
  - pits.
- Buildings
  - external structures;
  - internal structures; and
  - services, including mechanical and electrical.

- Recreation and Open Space
  - reserves and play equipment;
  - fences;
  - lighting; and
  - furniture (seats, benches, BBQs, bins and bus shelters).

The AMPs are contained in **Attachment A**.

Each draft AMP defines the services which the Council will provide, how the services will be provided and what funds are required to provide the services to the standards that are set out by Council.

The AMPs also assist the Council in predicting infrastructure renewal demand. The renewal demand is the cost of bringing an asset back to new at the optimum time in its lifecycle. The objectives of asset management are:

- ensuring a 'life cycle approach' to the management of assets;
- developing cost effective management strategies for the long term;
- providing a defined level of service and monitoring performance;
- understanding and meeting the demands of growth;
- managing risks; and
- ensuring the continuous improvement in asset management practices.

The AMPs are influenced by strategic documents, such as but not limited to, *CityPlan 2030*, the City-Wide Cycling Plan and the Open Space Strategy, as these associated documents are used to identify future infrastructure requirements, as well as condition of existing assets, which is collected periodically and used to plan for the renewal of existing assets.

In developing the asset management strategy for each class of asset, service standards have been based on:

- safety and compliance of infrastructure with Australian Standards and Codes for intended uses of each asset class;
- capacity of infrastructure and functionality of assets to meet usage requirements;
- monitoring of conditions to ensure serviceability maintained and timely maintenance or renewal undertaken; and
- capacity of infrastructure such as underground stormwater drainage network and overland flow paths to perform during target rainfall events.

In developing the AMPs, renewal works are aligned with new and upgrade projects where possible and practicable to ensure that there is efficient use of resources and where possible, assets are not being replaced earlier than required. In addition, projects involving more than one asset class are, where possible, integrated to provide improved efficiency and outcomes for the community.

Examples of projects where integration of multiple projects from differing asset classes have been undertaken include:

- Trinity Valley Stormwater Drainage Upgrade (flood mitigation and water quality improvements and re-use) and upgrading of the St Morris Bikeway (ongoing);
- Bicycle boulevard projects timed to coincide with civil asset renewal (William Street Bikeway, 2023-2024); and
- Dunstan Adventure Playground Upgrade and River Torren Linear Park Path Upgrade (in conjunction with Green Adelaide, 2023-2024).

The AMPs are referred to annually when developing the annual works program to determine the annual funding that is required for inclusion in the Annual Business Plan and Budget.

**Financial Targets**

The measure of the Council’s success in achieving its financial goal of being a *City which delivers on our Strategic Outcomes by managing our financial resources in a suitable and equitable manner* is measured against a series of targets and performance measures which reflect and achieve the objectives of financial sustainability.

A primary financial target adopted by the Council to measure performance of the AMPs against the LTFP and financial sustainability, is the Asset Renewal Funding Ratio.

*Asset Renewal Funding Ratio*

The Asset Renewal Funding Ratio (ARFR) measures how well the Council is performing in respect to the funding of the renewal of its existing physical assets, such as roads, footpaths, kerbing, buildings, and playgrounds.

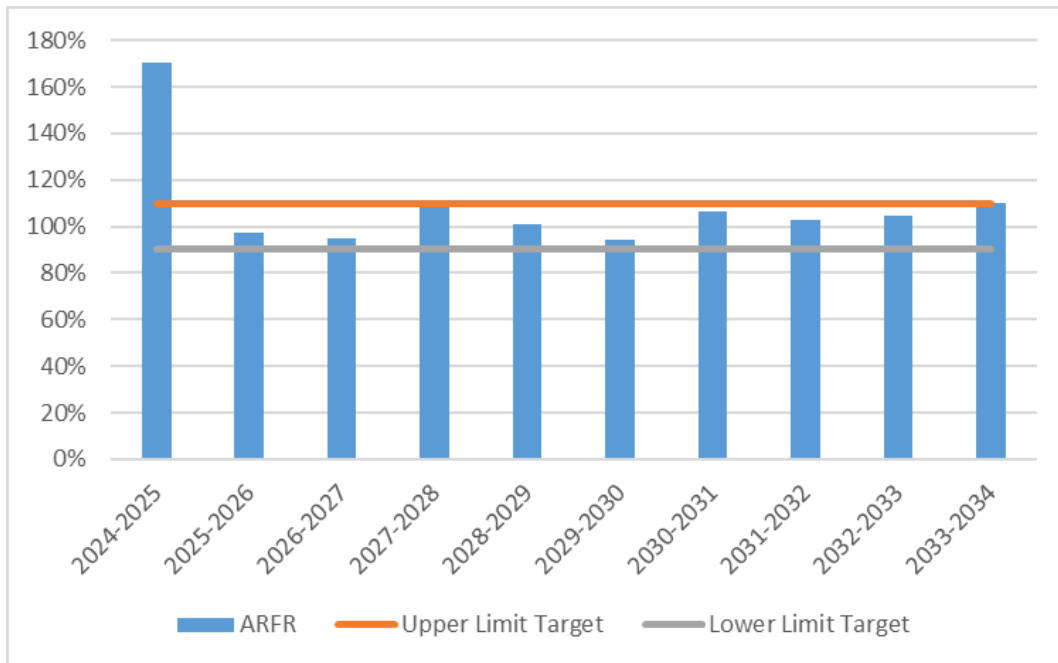
ARFR is calculated using the following formula:

$$ARFR = \frac{\text{Actual asset renewal expenditure (LTFP)}}{\text{Required asset renewal expenditure (AMP)}}$$

Ideally, assets should be renewed at the same rate the stock of assets is wearing out, resulting in a ratio of 1.0 or 100%.

The ARFR over the ten (10) year planning period is shown in **Figure 1** below.

**FIGURE 1: ARFR OVER THE TEN (10) YEAR PLANNING PERIOD**



**2024-2025 ARFR**

As outlined in Section 5.4 of the Stormwater Management Infrastructure AMP, the Trinity Valley Stormwater Drainage Upgrade Project initially entailed the renewal of existing assets within Trinity Valley, as well as minor upgrades of a number of sections of the stormwater drainage system. As the project progressed, it was deemed that major upgrade works were required to be undertaken to ensure that the objectives of the Project are met. Therefore, for the 2024-2025 financial year, which is when the project is scheduled to be completed, there is a notable difference between the AMP figure (approximately \$3.1 million) and the LTFP figure (approximately \$11.6 million) required to complete the project. This leads to a higher ARFR for the 2024-2025 financial year.



#### Overall ARFR

It is recognised that there may be some instances that require the Council to either accelerate or decelerate the renewal of its existing asset base, and hence, there are instances wherein the ARFR is above or below 100%. As such, the Council target is within the range of 90% to 110%.

It is important to note that the ARFR over the ten (10) year planning period is 108%, which meets Council's financial target for this Ratio.

#### OPTIONS

Not Applicable.

#### CONCLUSION

Given the existing services, asset renewal program and strategic projects which have been identified to be completed across the planning timeframe, the draft AMPs represent a solution to the management of the competing demands of services and facilities to the community. The draft AMPs seek to balance the funding needs of renewal infrastructure assets, with the timing of proposed upgrade or new infrastructure projects being linked to asset renewals, so that the existing levels of service can be maintained.

#### COMMENTS

Nil.

#### RECOMMENDATION

1. That the draft Asset Management Plans contained in **Attachment A** be endorsed and released for community consultation.
  2. The Council notes that a report will be presented for consideration at the Council meeting to be held on 4 November 2024 meeting, outlining the results of the community consultation regarding the draft Asset Management Plans.
- 

*Cr Sims moved:*

1. *That the draft Asset Management Plans contained in Attachment A be endorsed and released for community consultation.*
2. *The Council notes that a report will be presented for consideration at the Council meeting to be held on 4 November 2024 meeting, outlining the results of the community consultation regarding the draft Asset Management Plans.*

*Seconded by Cr Duke and carried unanimously.*

### 11.3 VOLUNTEER STRATEGY 2024-2028

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**REPORT AUTHOR:** Manager, Arts, Culture & Community Connections  
**GENERAL MANAGER:** General Manager, Community Development  
**CONTACT NUMBER:** 8366 4550  
**FILE REFERENCE:**  
**ATTACHMENTS:** A

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#### PURPOSE OF REPORT

To seek Council's endorsement and appraisal of the draft *2024-2028 Volunteer Strategy* to release the draft document for community consultation.

#### BACKGROUND

The draft *2024-2028 Volunteer Strategy* has been developed with the objective of setting out the Council's strategic direction for volunteering activities and continuous improvement of the Council's Volunteer Service.

The draft *2024-2028 Volunteer Strategy* is included as **Attachment A**.

Elected Members have been apprised and consulted on the development of the *2024-2028 Draft Volunteer Strategy* at the Elected Members Workshop held on 9 October 2023.

Subsequently, at its meeting held on 4 March 2024, the Council considered the first draft and scope of the *Volunteer Strategy* as well as the results of the survey from Council's Volunteers. In response, the Council resolved the following:

*That the Council defers consideration of the draft 2024-2028 Volunteer Strategy pending consideration of the following information as part of the Strategy, including, but not limited to:*

- 1. additional background detail to be provided within the Strategy;*
- 2. additional actions to be considered;*
- 3. articulate additional key themes arising from the Volunteer Survey;*
- 4. detail about how young people will be recruited under the age of 24;*
- 5. how community groups will be supported with their volunteering activity;*
- 6. the full impact of COVID and what can be done to recruit and retain volunteer services; and*
- 7. how volunteering can be promoted generally across the City.*

In April 2024, forty-three (43) Volunteer Involving Organisations (VIOs) from within the City of Norwood Payneham & St Peters, were invited to meet to share their volunteering needs, challenges, and opportunities to help inform possible actions for inclusion in the *Strategy*. Fifteen (15) of the identified VIOs engaged in this activity.

Comments obtained from the VIO engagement, underpinned by additional research, was subsequently presented to Elected Members at the Elected Members Information Briefing held on 29 July 2024 to explore how the *Strategy* could be strengthened, particularly in relation to the role that the Council might play in supporting volunteering across the City.

Accordingly, the draft *2024-2028 Volunteer Strategy* has been amended and is included as **Attachment A**, for the Council approval to proceed to the final stage of community consultation.

#### RELEVANT STRATEGIC DIRECTIONS & POLICIES

##### City Plan 2030: Shaping Our Future

##### Outcome 1: Social Equity

- Objective 1.1: Convenient and accessible services, information, and facilities.  
Strategy 1.1.2 Maximise access to services, facilities, information, and activities.

Objective 1.2: A people-friendly, integrated, and sustainable transport network.  
Strategy 1.2.2 Provide safe and accessible movement for all people.

Objective 1.3: An engaged and participating community.  
Strategy 1.3.1 Promote and facilitate volunteering opportunities in the community and within the Council.  
Strategy 1.3.2 Provide opportunities for community input in decision making and program development.  
Strategy 1.3.3 Recognise and use the skills, knowledge, and resources of the community.  
Strategy 1.3.4 Facilitate community support networks and partnerships for the sharing of resources and skills in order to build community capacity.  
Strategy 1.3.5 Inform and connect new residents to the community and its resources.

Objective 1.4 A strong, healthy, resilient, and inclusive community.  
Strategy 1.4.1 Encourage physical activity and support mental health to achieve healthier lifestyles and well-being.  
Strategy 1.4.2 Encourage and provide opportunities for lifelong learning.

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

## FINANCIAL AND BUDGET IMPLICATIONS

Nil.

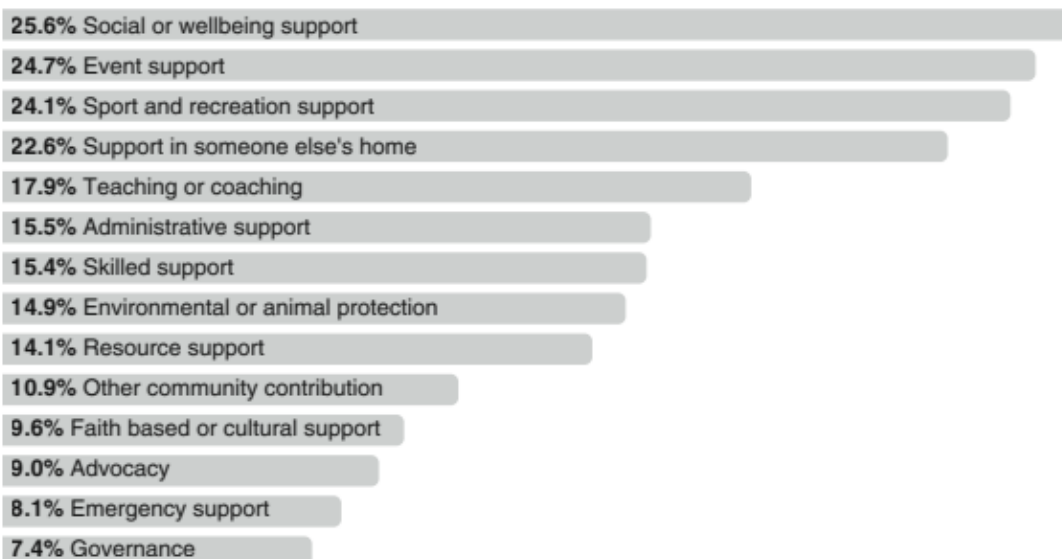
## EXTERNAL ECONOMIC IMPLICATIONS

Volunteerism makes a significant economic contribution to South Australia and its communities. Volunteering SA&NT's *2023 State of Volunteering* reports that in 2023, nearly three-quarters of residents aged 15 and over, or 951,800 people, volunteered and that the total social and economic benefits of volunteering in South Australia:

- was valued at \$36.1 billion;
- returned \$5.20 for every \$1 invested; and
- realised \$17.8 billion value of well-being benefit felt by individual volunteers.

## SOCIAL ISSUES

Volunteerism contributes to all facets of society. Volunteering SA&NT's *State of Volunteering 2023* reports that in 2023, people contributed to their community in the following ways:



The Council has an active role to play in fostering inclusivity by providing all citizens with the opportunity to actively engage and make meaningful contributions to their community.

The development and implementation of the Council's *2024-2028 Volunteer Strategy* recognises the vital importance of volunteering, along-side paid staff, in contributing to and working towards achieving community wellbeing. In addition to Council's Volunteer Services, this includes information sharing and capacity building activities in partnership with Volunteering SA&NT, other levels of government, the community and VIOs.

## CULTURAL ISSUES

Beyond the individual contribution of Volunteers, volunteerism serves as a localised source of cultural exchange. The *Strategy* aims to support the creation of the necessary enabling environment required for volunteers to continue engaging in activities that provide invaluable support and services to the City and community.

## ENVIRONMENTAL ISSUES

Volunteers can also play an important role in supporting the Council's desire to be a leader in environmental sustainability, through their participation in a range of aligned activities. Volunteering SA&NT's *State of Volunteering 2023* reports that in 2023 14.9% of volunteers in South Australia contributed their time towards environmental or animal protection causes. Future growth in environmental volunteering requires a planned approach that aligns with community values and expectations.

## RESOURCE ISSUES

Nil.

## RISK MANAGEMENT

The risk ratings for the top three (3) risks associated with this stage of the draft *2024-2028 Volunteer Strategy* are summarised in **Table 1** below.

**TABLE 1: KEY RISKS ASSOCIATED WITH THE DRAFT VOLUNTEERING STRATEGY**

Risk #	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Council not endorsing the draft Strategy for consultation	Service/ Programs	Substantial 13	Council information briefing to capture feedback on draft Strategy. Provision of detailed Council report.	Service/ Programs	Medium 17
		Reputation	Medium 19		Reputation	Low 21
2	Broader community not supporting the proposed Strategy	Service/ Programs	Substantial 13	Develop a community engagement approach. Evaluate community feedback to ensure a common understanding of community views, concerns, and aspirations and that these are reflected in the development of the Strategy.	Service/ Programs	Medium 17
		Reputation	Medium 19		Reputation	Low 21
3	Council policies and procedures prevent implementing actions contained within the Strategy.	Service/ Programs	Substantial 13	Review policies and procedures during preliminary project stage and include identified policy and procedure action recommendations within the Strategy.	Service/ Programs	Low 21

## CONSULTATION

- **Elected Members**

Elected Members have been apprised and consulted on the draft Volunteer Strategy as follows:

- at the commencement of the development of the Strategy (Elected Member Information Session held on 9 October 2023) which included an overview of the proposed project scope, stages, community engagement, and timeline;
- at its meeting held on 4 March 2024, the Council considered the first draft of the *Volunteer Strategy* and survey results from the Council's current Volunteers;
- at the Elected Members Information Session held on 29 July 2024, Elected Members were provided a summary of findings of the VIO consultation and considered the role of Council as it relates to volunteering more broadly within the City.

- **Community**

Two Hundred and twenty (220) Council Volunteers were invited to complete an online survey from 30 May to 16 June 2023. The survey focused on the Volunteer's experience, program development and Volunteer recognition and support. A summary of the engagement findings was provided to Council at its meeting on 4 March 2024.

In April 2024, forty-three (43) VIOs were invited to meet face-to-face to share their volunteering needs, challenges, and opportunities to help inform possible actions for inclusion in the *Strategy*. Fifteen (15) of the identified VIOs engaged in the consultation. The findings of this consultation were presented to Council at its workshop held on 29 July 2024.

- **Staff**

Staff were invited to complete an online survey from 30 May to 16 June 2023. The survey focused on the Volunteer experience, program development and Volunteer recognition and support.

Focus group feedback sessions were undertaken with the following functional areas:

- Urban Planning and Sustainability;
- Community Care Services;
- Libraries (Lifelong Learning, Children's and Youth Services, Coordinator Norwood Library and Community Facilities);
- City Services.

- **Other Agencies**

The Local Government Volunteer Managers Network was consulted via an in-person open forum and online request for feedback.

## DISCUSSION

The draft *2024-2028 Volunteer Strategy* seeks to support the provision of an enabling environment that encourages and fosters volunteering activity across the organisation and the community. The Strategy articulates both short to medium term priorities and initiatives to realise the Social Equity objectives contained within the Council's Strategic Management Plan ***CityPlan:2030: Shaping Our Future*** and will assist the Council in fostering an engaged, committed, diverse and connected Volunteer Service and enhance the profile of volunteering across the City.

Importantly, the *Strategy* considers current trends in volunteering and seeks to identify localised responses as it pertains to the City of Norwood Payneham & St Peters. For example, some of the key trends influencing volunteerism in Australia include:

- decreasing levels of in Volunteering participation;
- an evolving focus on making volunteering opportunities more accessible and inclusive;
- recognition of the importance of the ‘volunteer experience’ and the impact this can have on volunteer attraction and retention;
- a preference towards volunteer opportunities that are short-term, one-off or project-based;
- the escalating influence of technology, with the number of people who volunteered online in Australia increasing from 8.5% in 2019 to 17.3% in 2020.

In response, the *Strategy* adopts a range of new and/or improved approaches, including:

- trialling the adoption of multiple models of Volunteer engagement to attract a broad demographic of Volunteers;
- partnering with the community and Volunteer Involving Organisations to collaborate, share knowledge and resources;
- implementing best practice standards;
- including volunteers in decisions that affect them;
- promoting volunteering opportunities and the benefits of volunteering;
- adopting outcome-based program evaluation methodologies to inform program planning;
- identifying ways to increase the engagement of older volunteers who are increasingly seeking meaningful volunteer experiences and opportunities to share their skills and knowledge.

Development of the *Strategy* has been undertaken in a staged approach involving:

#### Stage 1: Research and internal stakeholder consultation

The objective of Stage 1 was to research:

- current volunteer initiatives delivered by the Council;
- guiding policies from relevant State and National peak bodies;
- community demographic data;
- sector trends and barriers;
- best practice standards; and
- ideas and aspirations of our current volunteers and staff.

#### Stage 2: Develop the Volunteer Strategy

The key objective of Stage 2 was to develop a draft strategy for Council consideration prior to releasing the document for consultation.

#### Stage 3: Community consultation on the draft Strategy (current stage)

In accordance with the Council’s *Consultation Policy*, community consultation will be open for a minimum of twenty-one (21) days.

#### Stage 4: Review feedback and final document

Following stage 3, comments received from the community will be reviewed, and relevant amendments made to the draft *Strategy*, prior to designing the final document that will be launched and placed on the Council’s website.

## OPTIONS

The Council has two (2) options available in relation to the draft *2024-2028 Volunteer Strategy*:

**1. Endorse the draft 2024-2028 Volunteer Strategy for Community Consultation**

Council can resolve to endorse the draft *2024-2029 Volunteer Strategy*, included as Attachment A, for community consultation.

**2. Amend and endorse the draft 2024-2028 Volunteer Strategy for Community Consultation**

Council can make amendments to the draft *Volunteer Strategy* prior to releasing it for community consultation. Noting that the development of the draft Strategy has been informed by significant consultation, research and alignment with Council's priorities.

## CONCLUSION

The City of Norwood Payneham & St Peters has a strong history of Volunteer involvement and their contribution that is made by our Volunteers continues to positively support *CityPlan 2030: Shaping Our Future* outcomes.

The draft *2024-2028 Volunteer Strategy* consolidates and builds upon this success by providing a 'road map' aimed at strengthening Council's Volunteer Services and the positive impact volunteerism provides to the community.

Community engagement is key to supporting Council to plan and develop a strategic foundation for achieving the Council's Volunteering and Social Equity vision and objectives. Seeking community feedback on the draft Strategy will foster shared ownership and ensure the views of the community are appropriately reflected.

## RECOMMENDATION

1. That the draft *2024-2028 Volunteer Strategy*, as contained in Attachment A, be endorsed and placed on community consultation for a period of twenty-one (21) days.
  2. That the Chief Executive Officer be authorised to make any minor amendments to the draft *2024-2028 Volunteer Strategy* resulting from consideration of this report and as necessary to finalise the document in a form suitable for release for community consultation.
- 

*Cr Mex moved:*

1. *That the draft 2024-2028 Volunteer Strategy, as contained in Attachment A, be endorsed and placed on community consultation for a period of twenty-one (21) days.*
2. *That the Chief Executive Officer be authorised to make any minor amendments to the draft 2024-2028 Volunteer Strategy resulting from consideration of this report and as necessary to finalise the document in a form suitable for release for community consultation.*

*Seconded by Cr Clutterham and carried unanimously.*

## 11.4 REVIEW OF POLICIES

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

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### PURPOSE OF REPORT

The purpose of the report is to present the draft *Code of Practice – Access to Meetings & Documents* and the draft *Behavioural Management Policy* to the Council for adoption.

### BACKGROUND

Policies, Codes of Practice and Codes of Conduct are important components of a Council's governance framework. Policies set directions, guide decision making and inform the community about how the Council will normally respond and act to various issues.

When a decision is made in accordance with a Council policy or code, both the decision-maker and the community can be assured that the decision reflects the Council's overall aims and principles of action.

Accordingly, policies and codes can be used in many contexts to:

- reflect the key issues and responsibilities facing a Council;
- provide a policy context and framework for developing more detailed objectives and management systems;
- guide staff and ensure consistency in delegated and day-to-day decision-making; and
- clearly inform the community of a Council's response to various issues.

It is therefore important that policies remain up to date and consistent with any position adopted by the Council.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### DISCUSSION

#### **Code of Practice – Access to Meetings & Documents**

The *Code of Practice - Access to Meetings & Documents* (the Code), is required by Section 92(1) of the *Local Government Act 1999* (the Act).

The objective of the Code, is to inform and educate the community about the principles, policies, procedures and practices that relate to public access to Council and Committee Meetings, Meeting documents and Information and Briefing Sessions.

The legislative provisions covered by the Code (Sections 90 and 91 of the Act), specifically relate to public access to Council and Committee Meetings (including Meeting Agendas and supporting documentation) and the Minutes of these meetings, as well as the release of Meeting documents (where these have been considered in confidence). The Code is also required to cover the legislative provisions of Section 90A of the Act, which relates to Information and Briefing Sessions (which replaced the previous Informal Gathering requirements).

Specifically, the Code summarises the Council's approach to the use of the confidentiality provisions of Section 90(3) of the Act, the review of Confidentiality Orders made under Section 91(7) of the Act and the release of Confidential Meeting documents. The Code also includes information on the legislative reporting that the Council is required to provide on the use of Section 90(2) and 91(7) of the Act as part of the Council's Annual Report.



A new Code was prepared in response to the substantial legislative changes that have been made to the Act, as part of the *Statutes Amendment (Local Government Review) Act 2021*. While the legislative reform process did not significantly amend the provisions regarding public access to Council and Committee Meetings, there were significant amendments to the Elected Member Information and Briefing Sessions provisions which have warranted the preparation of a new Code.

The Council may resolve to alter or replace its Code, at any time however, Section 92(5) of the Act requires the Council to undertake community consultation prior to the adoption, alteration or substitution of its Code. Elected Members may recall that the draft new Code was endorsed for community consultation at the Council Meeting held on 1 July 2024. Consultation commenced on 23 July 2024 and concluded on Friday 16 August 2024.

Community consultation was undertaken in accordance with the Council's *Community Consultation Policy* and included a notice in The Advertiser and promotion via the Council's website. There was one (1) submission received during the consultation period which was from the St Peters Residents Association (SPRA).

The SPRA submission raised various points, only some of which are related specifically to the Code. A copy of the submission which has been received from SPRA is contained in **Attachment A**.

A response to the matters raised in the submission is set out as follows:

**Confidentiality Provisions** – The use of the legislative provisions which relate to an order that the Council, or a Council Committee may make to exclude the public for the receipt, discussion or consideration of a matter in confidence, including for commercially confidential information, are exercised in accordance with the legislative provisions of Section 90(3) of the Act and the process provided in the Code.

It is not clear from the submission what the SPRA are suggesting however, the process for Reviews of Decisions is in accordance with Section 270 of the Act.

**Council Briefings** – The purpose of an Elected Members' Information or Briefing Session is to provide information or to brief Elected Members or Committee Members on a particular matter. It is only if the matter being presented is intended to be on the Agenda for a formal Meeting of the Council or a Council Committee that the Information and Briefing Session must be conducted in a place that is open to the public.

Notwithstanding this, Section 90A(4) recognises that there will be occasions where a matter that is intended to be on the Agenda for a formal meeting of the Council or a Council Committee, may result in the public being excluded due to the confidential nature of the information that is being presented. Such a matter being raised at an Information and Briefing Session, is only done when absolutely necessary and is based on the content to be presented and to ensure Elected Members or Committee Members are fully informed ahead of their decision-making requirements at a Council or Committee meeting. When that occurs, the order to exclude the public from the session, which is made by either the Chief Executive Officer or the Council, identifies the reason why the matter is confidential and this information is published on the website in accordance with the legislative requirements of Section 90A. The basis for confidentiality is always considered within the limited provisions of Section 90(3) of the Act.

At any time, Elected Members can seek advice with respect to what may be discussed with citizens following a confidential Information Briefing Session.

**Councillor Access to Documents** – The comments which have been made by the SPRA are not relevant to the Code, as the Code relates to public access to Meetings and Documents. Notwithstanding this, Elected Members are aware of their entitlements to access information relevant to fulfilling their role and function pursuant to the Act in accordance with the principles of Section 8 of the Act.

**Freedom of Information** – The comments which have been made by the SPRA are not relevant to the Code. Notwithstanding this, the process that the Council follows is in accordance with the *Freedom of Information Act 1991* and associated Regulations.

**Council Meetings** – A Deputation that is requested, approved and subsequently made to the Council is recorded in the Minutes in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013*.

The inclusion of information in the Minutes additional to those legislative requirements would be determined by the Council via a formal resolution at the respective Meeting and on a case-by-case basis. The Council cannot resolve to make a broad scale change to what is required to be included in the Minutes.

**Budget Information** – The comments which have been made by the SPRA are not relevant to the Code.

Following the consultation process and the review of the submission which has been received, there are no suggested changes to the draft Code. As the legislated consultation process has been undertaken, the Council can now adopt the *Code of Practice – Access to Meetings & Documents* in accordance with the Act.

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

### **Behavioural Management Policy**

As Elected Members are aware, the *Behavioural Management Framework for Elected Members* commenced operation following the 2022 Local Government Elections. This Framework was a significant component of the legislative reforms that were enacted through the *Statutes Amendment (Local Government Review) Act 2021*, which replaced the previous *Code of Conduct for Council Members*.

There are four components to the Elected Member Behavioural Management Framework, namely:

1. the legislative provisions which all Elected Members must operate within and comply with;
2. the *Behavioural Standards for Council Members*, determined by the Minister for Local Government and gazetted on 17 November 2022, which apply to all Elected Members in South Australia. A copy of the *Behavioural Standards for Council Members* is contained in **Attachment C**;
3. the mandatory requirement for each Council to have a *Behavioural Management Policy* relating to the management of behaviour of Elected Members and adopted pursuant to section 262B of the Act; and
4. optional Behavioural Support Policy (or policies), designed to support appropriate behaviour by Elected Members which Councils may adopt pursuant to section 75F of the Act.

At the commencement of the provisions relating to the *Behavioural Management Framework* on 17 November 2022, transitional Regulations also commenced which deemed that the Local Government Association of SA Model Behavioural Management Policy, was to apply to all Council's until such time as each Council adopted its own Behavioural Management Policy.

The Council's draft *Behavioural Management Policy* has been prepared and verified by the Council's lawyers to ensure the Policy complies with the legislative requirements and affords the appropriate Natural Justice and procedural fairness in relation to behavioural complaints that are made against Elected Members.

The draft *Behavioural Management Policy* covers the requirements prescribed in Section 262B of the Act and has been prepared to ensure that a clear process is in place for anyone who wishes to make a complaint about an Elected Member's behaviour.

A copy of the draft *Behavioural Management Policy* is contained within **Attachment D**.

At the Council Meeting held on 1 May 2023, the Council resolved to endorse, in principle, the adoption of a *Behavioural Support Policy* pursuant to Section 75F of the Act. A *Behavioural Support Policy* (or policies) is optional and at the discretion of the Council.

Regulation 35(a1) of the *Local Government (General) Regulations 2013*, requires information on the contravention of Chapter 5 (Members of Council), Part 4 (Member Integrity and Behaviour), Division 2 (Member Behaviour) of the Act (including costs incurred in relation to dealing with such complaints), to be included in the Council's Annual Report. This reporting obligation provides an opportunity to monitor the implementation of the *Behavioural Management Framework* from the Council's perspective and if required, a *Behavioural Support Policy* can be considered by the Council at any time in the future if the need arises.

The *Behavioural Standards for Council Members* provide a robust and clear set of behaviours that the Council has committed to, therefore the preparation of an additional *Behavioural Support Policy* is not warranted at this time.

## OPTIONS

Having undertaken the required community consultation, the Council must adopt the draft *Code of Practice – Access to Meetings & Documents* in accordance with Section 92 of the Act.

Section 262B of the Act also requires the Council to adopt a *Behavioural Management Policy*.

Whilst the Act requires the Council to undertake community consultation in respect to some policies (ie. the *Code of Practice – Access to Meetings & Documents*) prior to formal adoption by the Council, it is not a legislative requirement that community consultation be undertaken regarding the *Behavioural Management Policy*.

## CONCLUSION

Both the *Code of Practice – Access to Meetings & Documents* and the draft *Behavioural Management Policy* are mandatory for all Councils in South Australia to adopt.

It should be noted that there is no requirement for the Council to revoke the *Code of Conduct for Council Members – Complaint Handling Procedure*, as the legislative framework under which that Policy was created no longer exists as it has been superseded by the *Behavioural Management Framework*. The procedure for a complaint made under Chapter 5 (Members of Council), Part 4 (Member Integrity and Behaviour), Division 2 (Member Behaviour) is required to be covered by the Council's *Behavioural Management Policy*.

## COMMENTS

Nil.

## RECOMMENDATION

1. That having undertaken a review of the following policies in accordance with the legislative requirements set out in the *Local Government Act 1999* (the Act), the following Policies be adopted by the Council:
    - 1.1 *Code of Practice – Access to Meetings & Documents* (Attachment B); and
    - 1.2 *Behavioural Management Policy* (Attachment D).
  2. That the Council notes that a *Behavioural Support Policy* will not be prepared in accordance with Section 75F of the Act at this time.
-

Cr Holfeld left the meeting at 8.22pm.  
Cr Sims left the meeting at 8.22pm.

*Cr Duke moved:*

1. *That having undertaken a review of the following policies in accordance with the legislative requirements set out in the Local Government Act 1999 (the Act), the following Policies be adopted by the Council:*
  - 1.1 *Code of Practice – Access to Meetings & Documents (Attachment B); and*
  - 1.2 *Behavioural Management Policy (Attachment D).*
2. *That the Council notes that a Behavioural Support Policy will not be prepared in accordance with Section 75F of the Act at this time.*

*Seconded by Cr Robinson and carried unanimously.*

Cr Sims returned to the meeting at 8.24pm.

**Section 2 – Corporate & Finance**  
**Reports**

## 11.5 REVIEW OF FINANCIAL CONTROLS – AUDIT OPINION BY COUNCIL’S AUDITOR

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**REPORT AUTHOR:** Chief Financial Officer  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:**  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to advise the Council of the *Review of Financial Controls* that has been undertaken by the Council’s Auditors, Galpins.

### BACKGROUND

Pursuant to Section 129 of the *Local Government Act 1999* (the Act), in addition to providing an opinion on a Council’s Financial Statements, the Council’s Auditor must provide the Council with an audit opinion regarding its internal controls.

In respect to the internal controls, pursuant to Section 125 of the Act, a Council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner, to achieve its objectives, to ensure adherence to management policies, to safeguard the Council’s assets and to secure (as far as possible) the accuracy and reliability of Council records.

It should be noted that the audit opinion is restricted to financial controls as set out in Section 129 of the Act and relate to the internal controls that have been exercised by the Council during the 2023-2024 financial year in respect to the receipt, expenditure, investment of money, the acquisition and disposal of property and incurring of liabilities.

A copy of the report titled *Financial Controls Review* which has been prepared by the Council’s Auditor, Galpins, is contained in **Attachment A**.

The *Financial Controls Review* report was presented to the Audit & Risk Committee at its meeting held on 19 August 2024.

Following consideration of the *Financial Controls Review report*, the Committee resolved the following:

1. *That the 2023-2024 Interim Management Letter from the Council’s External Auditor, Galpins, titled Financial Controls Review be received and noted.*
2. *That the Financial Controls Review be recommended to the Council for endorsement.*
3. *That staff be congratulated on their work on reviewing and addressing the issues that were raised in the 2022-2023 Financial Controls Review Report.*

### 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**

Appropriate financial controls are fundamental to an organisation’s financial governance framework. Undertaking the review has provided an assessment of the current process in place in respect to financial controls and recommendations to address the weaknesses that have been identified.

**CONSULTATION**

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

**DISCUSSION**

As part of the interim audit which has been undertaken, the Council’s Auditor, Galpins, has performed a review of procedures and processes to gain an understanding of the Council’s internal controls, as these relate to the financial statements and performed tests on the design and effectiveness of the controls.

The Council’s Auditor, Galpins, has reviewed and tested 100 internal controls in which it has been identified that 95 are operating effectively, no weaknesses were identified as a High Risk and 5 represent a Moderate or Low Risk Weakness. A summary of the results is provided in Table 1 below.

**TABLE 1 – FINANCIAL CONTROLS REVIEW SUMMARY**

Business cycles	Controls Reviewed	Operating Effectively	Operating Effectively	2024 Findings			
		2024	2023	H	M	L	BP
General Ledger	11	11	8	-	-	-	-
Fixed Assets	16	13	13	-	2	1	-
Purchasing & Procurement/Contracting	10	9	7	-	1	-	-
Accounts Payable (AP)	13	13	12	-	-	-	-
Rates / Rates Rebates	10	10	8	-	-	-	-
Banking	5	5	4	-	-	-	-
Accounts Receivable (AR)	6	6	5	-	-	-	-
Credit Cards	5	4	1	-	-	1	-
Payroll	19	19	19	-	-	-	-
Receipting	5	5	5	-	-	-	-
<b>Total</b>	<b>100</b>	<b>95</b>	<b>82</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>-</b>

As outlined in the *Financial Controls Review* report contained in the **Attachment A**, a total of 5 recommendations were identified as areas requiring improvement and corrective actions. Staff have reviewed the report and agree with the recommendations as set out in the report and are currently in the process of implementing the recommendations.

### 1. Moderate Findings

- Roads, linear park, off road car parks and traffic control assets require updated condition assessment
  - *Management response: The Condition Assessment works for transport related assets was completed as at the end of June 2024.*
- Buildings, civil infrastructure, stormwater and recreation and open space assets requiring updated Asset Management Plans.
  - *Management response: The review and finalisation of the Asset Management Plans is underway and is scheduled to be presented to the Council for endorsement for the purpose of undertaking community consultation at the September Council meeting.*
- Inconsistencies in the Procurement Policy Guidelines document and opportunities to improve its contents.
  - *Management response: The Procurement Policy has been reviewed and presented to the Audit & Risk Committee. The reviewed Policy includes updated processes to address inconsistencies and provide clear direction in respect to procurement.*

### 2. Low Findings

- Assets included in Conquest are not directly linked to the GIS system.
  - *Management response: The process associated with including assets in the Conquest Process is being investigated.*
- Two instances of credit card statements not being reviewed by an independent staff member.
  - *Management response: The process for approving credit card statements has been updated and includes an additional level of approval by an independent staff member.*

The audit has concluded that there is a high likelihood of issuing an unmodified controls opinion at the end of the financial year. This will depend on the Council demonstrating continued progress towards addressing identified control weaknesses, ensuring that the existing core controls in place continue to operate effectively and that the annual internal control activities are performed at year end.

### OPTIONS

Not Applicable.

### CONCLUSION

Nil

### COMMENTS

Nil



## RECOMMENDATION

1. That the *Financial Controls Review* prepared by Galpins and the 2023-2024 Interim Management Letter, as contained in Attachment A, be received and noted.
  2. That the Council notes that the implementation of the recommendations contained in the *Financial Controls Review* and Interim Management Letter are being progressed in accordance with the recommendations.
- 

*Cr Sims moved:*

1. *That the Financial Controls Review prepared by Galpins and the 2023-2024 Interim Management Letter, as contained in Attachment A, be received and noted.*
2. *That the Council notes that the implementation of the recommendations contained in the Financial Controls Review and Interim Management Letter are being progressed in accordance with the recommendations.*

Cr Holfeld returned to the meeting at 8.27pm.

*Seconded by Cr Mex and carried unanimously.*

## 11.6 ST PETERS TOWN HALL COMPLEX - GALLERY ACTIVATION 2023-2024 AND CULTURAL HERITAGE PRIORITIES

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**REPORT AUTHOR:** Manager, Arts, Culture & Community Connections  
**GENERAL MANAGER:** General Manager, Community Development  
**CONTACT NUMBER:** 8366 4550  
**FILE REFERENCE:**  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to provide an overview of the 2023-2024 activation of the Gallery located within the St Peters Town Hall Complex and identify a strategy to respond to long outstanding Cultural Heritage priorities.

### BACKGROUND

The Gallery provides a dedicated space within the St Peters Town Hall Complex serving as a destination to showcase and foster community participation in art and culture.

Whilst initially utilised as a mechanism to engage the community in cultural heritage, providing on average two (2) cultural heritage exhibitions annually, the Council's adoption of the *Arts and Culture Plan 2024-2027*, expanded the programming at the Gallery to better support the achievement of the Council's *CityPlan 2030* objective to create an artistic, creative, cultural, and visually interesting City.

In this regard, the Gallery provides an important interface, connecting community, artists and cultural/artistic expression. In addition to providing valuable cultural, social and economic returns, Galleries generate significant increases in positive social indicators including social cohesion, health and improved educational outcomes. Further, they create rich levels of community participation, providing a place for community members to gain inspiration and to learn, strengthen community identity and connection, and reduce social isolation. At the simplest level, they provide residents access to art and culture which they may otherwise never see.

In realising these outcomes, over the course of 2023-2024, the City of Norwood Payneham & St Peters Gallery has sought to:

- expand the cultural heritage exhibition program to include contemporary art to attract a broader audience through a wide range of contemporary arts media and experiences;
- provide regular display changeover, creating a varied exhibition program that attracts high visitation to the St Peters Town Hall Complex;
- provide a curated exhibition program through artist led workshops and activations which increases arts participation, experiential learning, and wellbeing outcomes;
- foster access and engagement for diverse audiences through artist led workshops, presentations, and interactive experiences;
- connect with and showcase the local arts community;
- increase knowledge and appreciation of arts and culture;
- improve user and visitor experience by creating a flexible and inviting art gallery space which is able to host up to three shows of various mediums, at one time.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Gallery contributes to a range of strategic interests, including:

- *Arts and Culture Plan 2024-2027*.
  - Council's Strategic Management Plan *City Plan 2030: Shaping Our Future* through:
    - **Outcome 1: Social Equity**
      - Objective 1.1 Convenient and accessible services, information, and facilities.
      - Strategy 1.1.3 Design and provide safe, high-quality facilities and spaces for all people.
-

- **Outcome 2: Cultural Vitality**

- Objective 2.1 An artistic, creative, cultural & visually interesting City.  
Strategy 2.1.2 Provide opportunities and places for creative expression for all people.  
Strategy 2.1.3 Attract and support cultural and creative organisations, businesses, and individuals.
- Objective 2.2 A community embracing and celebrating its social and cultural diversity.  
Strategy 2.2.2 Facilitate opportunities for cultural expression, celebration, and interaction between different cultural and demographic groups.
- Objective 2.5 Dynamic community life in public spaces and precincts.  
Strategy 2.5.3 Host and facilitate community events and activities.

## **FINANCIAL AND BUDGET IMPLICATIONS**

The Gallery's exhibition program is planned and implemented using existing operating budgets.

No hire or entrance fees have been established for the Gallery.

In the future and subject to continued reputational success and high levels of participation, there may be an opportunity for the Council to consider a commission and/or exhibition fee model for some exhibitions. Such a model may enable the Council to broaden the positive impact of the Gallery to the community, providing it did not serve to undermine the existing benefit. The consideration of such a model will be undertaken as part of the 2024-2025 operational review, and where viable, presented to the Council for consideration.

## **EXTERNAL ECONOMIC IMPLICATIONS**

The Gallery supports a range of economic outcomes including visitation, employment etc. Whilst the scale of the Gallery does not currently lend itself to a proper assessment of economic impact, case studies of public galleries in other jurisdictions have reported that art galleries generate significant economic output. For example:

- The 2016 Archibald Prize at Ballarat Art Gallery generated \$6.5m in direct income. Its 59,000 visitors contributed a wider regional economic impact of \$12m.
- In 2014, the twenty-six (26) cultural facilities in the New South Wales towns of Albury, Wagga, Bathurst, Orange, Dubbo, Tamworth and Armidale generated \$32.35m in net value to the regional gross economies.

## **SOCIAL ISSUES**

Research has consistently highlighted the ubiquitous value of art and the role it plays in improving community health and wellbeing, providing mental/psychological, physical, emotional and spiritual benefit. Some of this community value is evidenced through the feedback provided by visitors to the Gallery where a repeat visitor who after taking their mother to regular medical treatments, visits the Gallery to clear their mind and relax commented *"I've just come from the RAH, I didn't know what I needed, but I needed this."*

## **CULTURAL ISSUES**

The Gallery contributes significantly to the cultural landscape of our community. Through the exhibition program, workshops, events and activations, the Gallery contributes positively to cultural cohesion, wellbeing, creativity, and active community participation. Providing a place where people can express, share, discover and participate in arts and culture, enhancing and celebrating the cultural richness of the City. Supporting feedback includes:

- *"Thanks again for your work over the course of the exhibition, it was a great success! The artists really got a lot out of the experience - sometimes they'll just yell out 'kapi wala' out of nowhere, with a sense of great excitement, so I think it's registered as a very exciting time for them."* Iwiri Arts Studio Manager.
- *"I am grateful to the City of NPSP for the wonderful support that's provided to artists through the exhibition program. I am so pleased to have been included as an exhibitor."* Rosalie Day – Making the Cut.
- *"What you have done to reinvigorate this space is amazing."* Gallery Visitor.

**ENVIRONMENTAL ISSUES**

Not Applicable.

**RESOURCE ISSUES**

Not Applicable.

**RISK MANAGEMENT**

Not Applicable.

**CONSULTATION**

Not Applicable.

**DISCUSSION**

**2023-2024 GALLERY OUTCOMES**

2023-2024 represents the Gallery’s first year of expanded operation, providing an increased and more diverse program of exhibitions. Highlights of the 2023-2024 operating year include:

- 14,941 visitors;
- 16 exhibitions (fourteen (14) contemporary art and two (2) cultural heritage exhibitions);
- 32 artist led activations (workshops and participatory performances);
- 62 artists exhibited works;
- 551 artworks displayed;
- 112 artworks sold (valued at \$49,425); and
- 7 opening events delivered.

Details of the top three (3) most visited exhibitions and supporting workshops are set out in Table 1.

**TABLE 1: TOP THREE (3) MOST VISITED EXHIBITIONS AND SUPPORTING WORKSHOPS**

Exhibition	Description	Number of Exhibition Visitors	Number of Workshop/ Activation Participants
1	Kapi Wala A group exhibition of paintings and ceramics celebrating twenty-one (21) First Nations contemporary artists. Community activations included First Nations choir performance, bush tucker and art workshops.	3,951	160
2	Art of Glass Cultural heritage exhibition exploring the artistry and history of stained glass. Community activations included contemporary glass blowing demonstrations, glass painting workshops, open studies and walking tours of local stained-glass windows.	2,909	991
3	Point of View Community photographic exhibition and competition. Community activation included a photography workshop to assist the community to enter the photography competition.	1,504	35

## Awards

Two exhibitions at the Gallery in 2023-2024 received arts sector awards for:

- SALA emerging artist Stephanie Doddridge who delivered 'On Harvesting Dandelions';



- Adelaide Fringe Best Overall Visual Arts and Design Awards Catherine Fitz-Gerald who delivered 'If Fabrics Could Speak'.



## Stakeholder Collaborations

The exhibition program supports the development and strengthening of collaborations between the Council, our community, and the Arts Sector.

Art sector and local organisation collaborations across the 2023-2024 exhibition season included:

- Adelaide Fringe (artist fund fundraising event at the St Peters Banquet Hall);
- Iwiri Arts (NAIDOC exhibition program and First Nations choir performance at the St Peters Banquet Hall);
- KU Arts (NAIDOC exhibition program);
- Dr Sam Osborne, Associate Director Regional Engagement, UniSA and researcher of remote First language pedagogies (guest speaker at Kapi Wala opening event);
- Alex Frayne, London born and Adelaide based fine art photographer and filmmaker (guest speaker at Point of View opening event);
- 215 Magill Studios (studio artists group exhibition);
- Bittondi Printmakers (print makers group exhibition);
- Eamoon Verreker Glass Studio (glass blowing demonstrations and community talks with American glass artist Dante Marioni and internationally acclaimed Australian glass artist Ben Edols);
- The Anglican Parish of All Souls, St Peters; St Casimir Lithuanian Catholic Church and Spicers Uniting church (community tours of local stained-glass windows); and
- Access2 Arts (supporting a trial of accessible exhibition measures in partnership with artist Catherine Fitz-Gerald which included tactile floor indicators, audio descriptions, Auslan interpreters and sensory tours).

### Exhibition Models

Two exhibition models were trialled in the 2023-2024 financial year:

1. Contemporary art exhibitions facilitated via an open call for expressions of interest (6-week exhibition period) resulting in fourteen (14) exhibitions.
2. Cultural Heritage exhibitions developed by the Council to build new audiences and interest in the City's local heritage and to celebrate History Month (8-week exhibition period) resulting in two (2) exhibitions.

Collectively, this approach realised exhibitions involving a range of mediums providing an important diversity of artwork to promote repeat and varied participation. Medium types included:

- print (vegetal, linocuts, cyanotypes, woodcuts, photogravure and intaglio);
- sculpture (ceramics, porcelain, plaster and stone);
- painting (acrylic, oil and gouache);
- illustration and drawing (ink and watercolour);
- photography;
- textiles;
- furniture;
- installation (plants);
- found objects;
- video (digital stories); and
- historical objects.

### Operational Documents

To support the operation of the Gallery, a range of documents have been developed to support effective and best practice gallery administration. These include:

- exhibition expression of interest form;
- exhibition terms and conditions;
- exhibition agreement;
- artist consignment note; and
- exhibition project brief for Council led cultural heritage exhibitions and activations.

### Exhibition Selection

The 2023-2024 exhibition program strived to be diverse and accessible to a wide range of audiences, offering a balanced program of artists at various career stages, from emerging to established, working across various mediums. Access to new and broad audiences was enhanced through artist led and audience focused curation, workshops, and participatory experiences.

To ensure an equitable and transparent exhibition program, the exhibition selection process was facilitated via an expression of interest process (annual). Exhibiting artists were selected by an Arts and Culture Panel consisting of the Manager, Arts, Culture and Community Connections, Arts Officer and the Cultural Heritage Coordinator. Applications were assessed against the following criteria:

Criteria	Description
Artist(s) capacity	Artists who have an exhibition prepared or an exhibition concept ready for consideration for the exhibition season.
Medium	The panel will consider the exhibition season as a whole to showcase different creative mediums within the annual program. This may include digital, visual and performing arts mediums.
Artistic merit and strength of exhibition concept	Present a well-defined exhibition rationale and coherent body of work.
Uniqueness	Introduce new ideas, concepts, artworks, techniques, and experiences.
Potential audience engagement	Draw and appeal of artworks to attract new audiences.
Suitability to location	The artwork should be appropriate in scale, material, form, and content for the cultural and physical environment in which it is to be exhibited. The artist has considered exhibition layout and use of space.

### Exhibition Planning

To ensure a successful exhibition, the Arts Officer, in collaboration with exhibiting artists, undertakes four stages of exhibition planning:

1. **Planning:** Ensure artists have read the Exhibition Terms and Conditions and signed the Artist Agreement. Liaise with the artist(s) to establish the goals for the exhibition, confirm type and quantity of artworks and exhibition title and description (via the Artist Consignment Note), design the exhibition layout, plan supporting activations (opening, artist talks, workshops, interactive experiences) and confirm promotional copy and images.
2. **Production:** Inspect and lay out the artworks for display, confirm layout and commence installation. Forward marketing material to the Council's marketing team for sign off and promotion, order vinyl stickers and arrange installation (exhibition title and description). Send draft opening speech and confirm opening event details with the Council's Events Unit. Book Council community facilities for community activations and workshops as required.
3. **Operational:** Prepare exhibition floor-sheet and confirm guest speakers for opening night. In partnership with artists support the delivery of the opening event and other community activations, workshops, and activities. Throughout the exhibition period, regularly inspect the exhibition to ensure the presentation is maintained and works are not damaged. Liaise with artists to track and record artwork sales.
4. **Finish:** De-install the exhibition and arrange the collection of artworks. Check works for any damage and wrap the works ready for collection. With the exhibiting artists, reflect on the exhibition to identify any improvements that could be made to ensure success of future exhibitions.

### Audience Engagement

In addition to the exhibition installation, a range of additional activations are offered to attract and engage diverse audiences to the Gallery. These include:

- a mixture of artist led interactive experiences;
- the delivery of age specific and various skill level workshops; and
- opening events with keynote guest speakers.

A dedicated Gallery page on the Council’s website has been developed to share current and past exhibitions and activation information. The Gallery page details including a virtual tour, accessibility and opening times, and an image gallery. This digital presence is an important platform as it assists to build the profile of the Gallery through visual information and attract new audiences.

2024-2025 Operations

To continue the successful activation of the Gallery in 2024-2025 financial year a range of activity is underway or planned, including:

- releasing the Expression of Interest for the 2025 exhibition season in September/ October 2024;
- following the success of the Art of Glass Festival program during the SA History Festival, the Cultural Heritage Coordinator will curate a history festival program in 2025;
- partner with Access2Arts to develop a detailed access guide for the Gallery space for sharing on the Gallery’s website;
- partner with Helpmann Academy to support artists in residence at two (2) studios located within the City to support exhibition outcomes in Adelaide Fringe and SALA festivals in 2025;
- review and improve gallery procedures and supporting documents; and
- develop evaluation measures, including outputs, impact, and outcome data.

Cultural Heritage

Cultural Heritage is important and valuable for this City. In recognition of this, for a number of years, the Council has formulated and delivered a Cultural Heritage Program. This includes utilisation of The Gallery to provide the community access to Cultural Heritage exhibitions.

The importance of Cultural Heritage to the community is evidenced in the growth in demand for requests on information which is sourced through research services. In 2023-2024, these requests were comprised of:

- 493 research requests (i.e. an average of 41 per month, comprising 464 research requests from the community and 29 from Council staff);
- 45% of research requests were from citizens of this City; and
- 563.6 total hours were delivered by Cultural Heritage staff (1.35 FTE) to respond to these requests (average 46.96 hours per month).

Notwithstanding this, whilst the Cultural Heritage service has been highly responsive to the demand, the response has lacked the necessary strategic direction to understand how these requests align with the Council’s objectives in respect to Cultural Heritage, or how the Council’s broader community development services, such as Library Services, might be utilised to improve community access and efficiency as it relates to the demand that is being generated. In addition, the extent of this demand has become all encompassing, preventing the City’s Cultural Heritage staff from considering and delivering a more diverse and impactful program.

For example, the type of requests recorded over the period from February 2023 to February 2024, have been recorded and are set out in Table 2 below.

**TABLE 2: TYPE OF REQUESTS RECORDED FROM FEBRUARY 2023 – FEBRUARY 2024**

Research Enquiry Type	Number of Enquiries	Percentage
Residential Property History	148	30%
Suburb History	38	7.7%
Biography	101	20.5%
Business/ group history	2	0.4%
Commercial/Re-development	89	18%
Indigenous History	1	0.2%
Other	114	23.1%



An assessment of this demand profile, suggests that Council's Cultural Heritage services are responding to a range of requests that are either commercial in nature (e.g. related to development interests) or relate to personal interests such as ancestry. While interests such as ancestry, are undoubtedly important community interests, the Council's Library Services are well placed (or can be positioned to be), along with resources such as ancestry.com, Births Deaths and Marriages and State Records of South Australia, to support community members undertake associated ancestry investigations. As a first step in raising community awareness of these services, a list of these types of resources is being developed for publication on Council's website.

In addition, the focus on maintaining a responsive service has resulted in a number of complex and important tasks from being progressed as these have been put to one side. A key priority such as the Curation and Digitisation of the Council's Heritage Collection has not been progressed.

The Council owns a significant volume of paper-based records, photos, objects and furniture. Many of these are not catalogued or stored appropriately and are located in various storage solutions. In addition, the items are typically not accessible to the community and some, such as the paper based records, are now deteriorating.

It is imperative that work is undertaken to better understand the Council's collection to inform consolidation and future management and display of its collection. Critically, the paper-based records need to be assessed and those of value, scanned for keeping in the public record and made accessible to the community.

It should also be noted that some of the Council's Cultural Heritage collection currently occupies valuable space within the St Peters Library. This space is utilised as it provides a climate-controlled environment to assist in the preservation of important parts of the collection. However, it negates community access to high in-demand resources, such as work-stations and computers. Digitisation of paper records will enable a reduction in the physical collection and potentially enable some of this space to be returned for community use.

In addition, it is envisaged that an assessment of the collection, together with the Council's broader storage requirements (e.g. for events), will assist in identifying a more efficient and appropriate solution.

It is proposed to re-prioritise the Council's Cultural Heritage services to focus on addressing these priorities over the next twelve months. To support the achievement of this prioritisation, the 2024-2025 exhibition programme for the Gallery will be modified to deliver a greater focus on art, rather than Cultural Heritage (noting that History month and NAIDOC exhibitions will still be included within the program). In addition, cultural heritage staff will partner with Library Services staff, to assist in addressing some of the demand. Collectively, this will assist in creating some improved capacity to address existing Cultural Heritage priorities.

## **OPTIONS**

Not Applicable.

## **CONCLUSION**

The demand for Cultural Heritage services has prevented the necessary planning to deliver a diverse and strategic program and has resulted in a backlog of important curation and collection management tasks. To address this, Cultural Heritage services will be re-prioritised, in partnership with Council's Arts Officer and Library Services staff, to enable improved capacity to address these priorities.

## **RECOMMENDATION**

1. That the report be received and noted.
2. That the Council notes and endorses the re-prioritisation of Cultural Heritage services to realise improved capacity to properly respond to the management and curation of the City's Cultural Heritage collection.
3. The Council notes that a report on the progress of the issues raised in this report will be provided in June 2025.

Cr McFarlane left the meeting at 8.26pm.  
Cr McFarlane returned to the meeting at 8.29pm.  
Cr Clutterham left the meeting at 8.34pm.  
Cr Clutterham returned to the meeting at 8.36pm.  
Cr Sims left the meeting at 8.42pm  
Cr Sims returned to the meeting at 8.43pm.

*Cr Sims moved:*

- 1. That the report be received and noted.*
- 2. That the Council notes and endorses the re-prioritisation of Cultural Heritage services to realise improved capacity to properly respond to the management and curation of the City's Cultural Heritage collection until the end of June 2025.*
- 3. An Independent Review of the Cultural Heritage Program be undertaken and a report presented back to the Council by the June 2025 Council meeting, informing the Council on the strategic direction of the Program.*
- 4. The existing space for the Cultural Heritage Centre remains part of the Cultural Heritage Program.*

*Seconded by Cr Mex.*

#### Amendment

*Cr Piggott moved:*

- 1. That the report be received and noted.*
- 2. That the Council notes and endorses the re-prioritisation of Cultural Heritage services to realise improved capacity to properly respond to the management and curation of the City's Cultural Heritage collection until the end of June 2025.*
- 3. The Council notes that a report on the progress of the issues raised in this report will be provided in March 2025.*
- 4. An Independent Review of the Cultural Heritage Program be undertaken and a report presented back to the Council by March 2025, informing the Council on the strategic direction of the Program.*
- 5. The existing space for the Cultural Heritage Centre remains part of the Cultural Heritage Program.*

*Seconded by Cr Moorhouse.*

*The amendment was put and carried unanimously and on becoming the motion was again put and carried unanimously.*

## **Section 3 – Governance & General Reports**

## 11.7 EXECUTION OF COUNCIL SEAL - FUNDING DEED UNDER 2024-2025 COMMONWEALTH INFRASTRUCTURE INVESTMENT BLACK SPOT PROGRAM

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**REPORT AUTHOR:** Manager, Traffic & Integrated Transport  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA133697  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to seek the Council's approval to sign and seal the Funding deed (*the Deed*) between the Council and the Commissioner of Highways.

The Deed facilitates the Council's receipt of funding (\$1,147,459 GST inclusive) from the *2024-2025 Commonwealth Infrastructure Investment Black Spot Program (the Federal Black Spot Program)*. The funding has been provided for the installation of a median island with pedestrian and cyclist storage areas on Kensington Road across the intersection with George/Giles Street (City of Burnside).

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

### BACKGROUND

The intersection of Kensington Road, George Street and Giles Street has been identified as a significant Black Spot with forty-six (46) crashes recorded in the five (5) year period between 2017 and 2021 with seventeen (17) crashes resulting in an injury.

Kensington Road is managed and maintained by the Department for Infrastructure & Transport (DIT), Giles Street is managed by the City of Burnside and George Street is managed by the City of Norwood Payneham & St Peters.

BE Engineering Services were engaged jointly by the Council, the City of Burnside and DIT, to undertake a traffic engineering investigation of the intersection and develop design options to improve road safety.

The report, titled, *Road Safety Investigation Report – Kensington Road, George Street and Giles Street Intersection Review (the intersection road safety report)*, is contained in **Attachment B**.

The Council submitted a Grant Application to the *Australian Government Black Spot Program* and the Department for Infrastructure and Transport has recently advised that the Council has been successful in receiving the Grant. *The Deed* which facilitates receipt of the funding is required to be signed and sealed by the Council (two copies).

### FINANCIAL AND BUDGET IMPLICATIONS

The funding covers 100% of the costs required and as such, there are no financial and budget implications for the Council.

### EXTERNAL ECONOMIC IMPLICATIONS

Nil.

### SOCIAL ISSUES

Not Applicable.

### CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable

## RESOURCE ISSUES

The Grant funding includes resources to engage a Contractor to undertake the works, however the Council's Infrastructure & Major Projects staff will be required to oversee the project.

## RISK MANAGEMENT

No significant risks have been identified with this proposal as it relates to the execution of a funding deed.

## CONSULTATION

- **Elected Members**  
Councillors Mex and Callisto have been briefed on the project during the preparation of the report by BE Engineering Services.
- **Community**  
Community consultation in respect to the proposed works will include a letter to inform residents within close proximity of the intersection prior commencement of the project.
- **Staff**  
General Manager, Urban Planning & Environment  
General Manager, Infrastructure & Major Projects
- **Other Agencies**  
Department for Infrastructure & Transport

## DISCUSSION

The primary focus of this Project initiative involved investigating the cause of the high number of crashes and injuries (blackspot) at the intersection and develop recommendations to improve road safety.

Three concept design options were developed and the benefits, concerns and traffic impacts of each option have been assessed. The design options and an assessment of each option are summarised below. Please refer to the *Intersection Road Safety Report* contained in Attachment B for details.

- Option 1: The installation of a wide centre median in Kensington Road that restricts right turns to/from any leg of the intersection as well as the north-south through movement across Kensington Road. This option would eliminate approximately 95% of crashes and provide a safe crossing facility for cyclists and pedestrians. It is predicted that 80% of this traffic would shift to Portrush Road or Osmond Terrace, 13% would shift to Edward Street, and 7% would shift to Queen Street. The assessment concluded that the existing road network could adequately accommodate the proposed increased traffic without causing disruption or congestion.
- Option 2: The installation of a narrow median on each leg with signs to restrict right turns and north-south through movements during the peak hours only. Traffic redistribution would be similar to Option 1, but would occur only during the peak periods which would be 7:30am to 9:30am and 3:00pm to 6:00pm. Given that the recorded crashes occurred throughout the entire day and not just within the peak periods, this option would be less effective in reducing the overall crashes. In addition, the intersection would need to be monitored by SAPOL to enforce the movement restrictions.
- Option 3: The installation of narrow median islands at all intersections along Kensington Road between Osmond Terrace and Portrush Road with signs that restrict right turn and north-south through movements during the peak periods, as well as signs to restrict right turn movements into and out of Queen Street and Edward Street during the peak periods. This option would reduce the redistribution of traffic to other local streets during the peak periods by forcing right turning and through traffic onto Portrush Road or Osmond Terrace. Given that the recorded crashes occurred throughout the entire day and not just within the peak periods, this option would be less effective in reducing the overall crashes. In addition, the three intersections would need to be monitored by SAPOL to enforce the movement restrictions.

The evaluation of each option was based on the potential reduction in crashes, road safety outcomes for all road users and the overall impact on the existing road network.

An assessment of the Benefit-Cost ratio of each option has been undertaken using the Department for Infrastructure & Transport's Black Spot calculator to assess the feasibility and effectiveness of each option. The results clearly indicated that Option 1 significantly outperformed the other options, offering the most favourable outcomes in terms of road safety for all road users and traffic efficiency.

The funding period for this Grant is from 1 July 2024 to 30 June 2025.

## **OPTIONS**

The Council can either agree to or decline the funding Deed. If the Council does not accept the funding, the project will not proceed.

Given the overwhelming road safety benefit that this project will achieve and that the funding is for 100% of the works, there is no logical reason not to accept the Grant.

## **CONCLUSION**

The intersection of Kensington Road with George Street (Norwood) and Giles Street (City of Burnside) has a very high crash rate that includes serious injuries and has been identified as a significant Black Spot within the metropolitan road network.

The proposed design will result in some redistribution of traffic to the surrounding street network, but this traffic minor impact is far outweighed by the significant safety benefits of the Project. In addition the Commonwealth Government has agreed to fund 100% of the cost of the Project.

## **COMMENTS**

Nil

## **RECOMMENDATION**

That the Mayor and Chief Executive Officer be and are hereby authorised to sign and seal two copies of the Funding Deed under the 2024-2025 Commonwealth Infrastructure Investment Black Spot Program, for *the installation of a median island with pedestrian and cyclist storage areas on Kensington Road across the intersection with George Street, Norwood and Giles Street, Burnside.*

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Cr Sims left the meeting at 9.07pm.

*Cr Mex moved:*

- 1. That the Council agrees to the Funding Deed under the 2024-2025 Commonwealth Infrastructure Investment Black Spot Program, for the installation of a median island with pedestrian and cyclist storage areas on Kensington Road across the intersection with George Street, Norwood and Giles Street, Burnside.*
- 2. That the Mayor and Chief Executive Officer be authorised to sign and seal the Funding Deed.*

*Seconded by Cr Piggott and carried unanimously.*

Cr Sims returned to the meeting at 9.10pm.

Adjournment of Council Meeting

*At 9.11pm Cr Sims and moved:*

*That the Council meeting be adjourned for two (2) minutes.*

*Seconded by Cr Callisto and carried unanimously.*

Resumption of Council Meeting

At 9.15pm the Council meeting resumed.

Cr Whittington left the meeting at 9.14pm and did not return.

## 11.8 EASTERN HEALTH AUTHORITY - DRAFT LEASE AGREEMENT

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**REPORT AUTHOR:** Manager, Governance  
**GENERAL MANAGER:** General Manager, Governance & Civic Affairs  
**CONTACT NUMBER:** 8366 4593  
**FILE REFERENCE:**  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the draft Lease Agreement for the Eastern Health Authority's tenancy at the St Peters Town Hall complex for the Council's consideration and endorsement, for the purposes of undertaking community consultation.

### BACKGROUND

The Eastern Health Authority (EHA) is a Regional Subsidiary established pursuant to Section 43 of the *Local Government Act 1999* (the Act) with the Cities of Norwood Payneham & St Peters, Burnside, Campbelltown, Prospect and the Town of Walkerville as the Constituent Councils.

In accordance with its Charter, EHA is established for the purpose of providing public and environmental health services primarily to and within the areas of the Constituent Councils and has been a tenant of the St Peters Town Hall since 9 February 1998.

The previous Lease with EHA expired on 1 June 2022 and has been "holding over" since then. EHA have requested a further twenty (10 + 10) year lease for the premises located at the St Peters Town Hall Complex.

A draft Lease has been prepared on the basis of the request from EHA.

A copy of the draft Lease is contained within **Attachment A**.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

The Annual Lease Fee is based on the Lease Fee Setting Model that was endorsed by the Council at its meeting held on 14 June 2011.

The proposed Lease provides for a rental of \$124,150 per annum plus GST and outgoings. This is a commercial rental reflective of the market rental value of the premises. The rent is to be increased by CPI annually and to market rental value upon renewal.

### EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

### SOCIAL ISSUES

Not Applicable.

### CULTURAL ISSUES

Not Applicable.

### ENVIRONMENTAL ISSUES

Not Applicable.



## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

Written legal agreements must be in place for Council owned facilities that are used by third parties, to ensure legislative compliance and reduce exposure to claims from third parties who suffer injury or loss, whilst using Council facilities.

The conditions of the Lease therefore contain provisions requiring the Lessee to:

- indemnify the Council against claims arising from the Lessee's negligence; and
- take out and maintain appropriate insurance covers.

The draft Lease that has been prepared, also clearly outlines the relevant legal, governance and risk management requirements to ensure that the Council's and EHA's responsibilities are met.

## CONSULTATION

- **Elected Members**

Crs Whittington and Moorhouse are the Council's appointees on the Board of EHA.

- **Community**

Whilst the proposed lease is authorised in the relevant Community Land Management Plan, the proposed Lease will be for a period greater than five (5) years and therefore community consultation is required to be undertaken in accordance with the *Local Government Act 1999*.

Community consultation will be undertaken in accordance with the Council's Community Consultation Policy.

- **Staff**

Not Applicable

- **Other Agencies**

Not Applicable

## DISCUSSION

The previous Lease between the Council and EHA for the tenancy located at Unit 3 in St Peters Town Hall complex was for ten (10) years commencing on 1 June 2012, with a right of renewal for a further ten (10) years. This right of renewal was not exercised prior to the expiry of the Lease on 1 June 2022 and a new Lease therefore needs to be entered into.

Notwithstanding this, EHA have continued to meet their obligations as a tenant.

The St Peters Town Hall Complex is classified as *Community Land* and therefore, in accordance with Section 202 of the *Local Government Act 1999*, as the proposed Lease term is greater than five (5) years, the Council must undertake community consultation prior to granting the proposed Lease.

## OPTIONS

From an administrative point of view, the current Lease arrangements have worked well, with EHA meeting the various obligations which are set out in the Lease.

Notwithstanding this, the Council could determine not to enter into a Lease for the premises.

However, as EHA is a Regional Subsidiary of which the Council is a Member and the Council does not have an alternative use for the premises, it is recommended that the Council grant a further lease to EHA.

## **CONCLUSION**

The Lease arrangements between the Council and EHA will be finalised following the conclusion of the community consultation.

The views obtained from the community through the public consultation process will be included in the Council's final deliberations before granting the Lease.

## **COMMENTS**

Nil

## **RECOMMENDATION**

1. That the draft Lease for the Eastern Health Authority, as contained in Attachment A to this report, be endorsed for the purposes of community consultation, in accordance with the Council's Community Consultation Policy.
  2. That the results of the community consultation be presented to the Council for consideration.
- 

*Cr Piggott moved:*

*That Council approves a Lease to Eastern Health Authority for the offices that they currently occupy for five (5) years (all other terms of the Lease to remain the same), noting that it is committed to Eastern Health Authority using the facilities into the future but seeks greater flexibility in the ongoing management of its community land.*

*Seconded by Cr Sims and carried unanimously.*

## 11.9 2023-2024 ANNUAL REPORT OF THE AUDIT & RISK COMMITTEE

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**REPORT AUTHOR:** Manager, Governance  
**GENERAL MANAGER:** General Manager, Governance & Civic Affairs  
**CONTACT NUMBER:** 8366 4593  
**FILE REFERENCE:**  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present the *2023-2024 Audit & Risk Committee Annual Report* to the Council.

### BACKGROUND

Section 126(8)(b) of the *Local Government Act 1999* (the Act), requires a Council's Audit & Risk Committee to provide an Annual Report to the Council on the work undertaken by the Committee during the preceding financial year. In accordance with Section 126(9) of the Act, the Council must ensure that the Annual Report of the Committee is included in the Council's Annual Report.

The *2023-2024 Audit & Risk Committee Annual Report* (Annual Report) has been prepared on the basis of the work that has been undertaken during the 2023-2024 financial year and has been endorsed by the Council's Audit & Risk Committee at its Meeting held on 19 August 2024.

A copy of the *2023-2024 Audit & Risk Committee Annual Report* is contained within **Attachment A**.

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable

### FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable

### DISCUSSION

The Annual Report highlights that the Committee has performed its functions in accordance with the legislated requirements and its Terms of Reference. The Annual Report includes information regarding the following:

- Membership;
- Meetings and Attendance; and
- Activities.

### OPTIONS

Not Applicable.

It is a mandatory requirement of 126(8)(b) of the Act, for the Audit & Risk Committee to provide an Annual Report to the Council and Section 126(9) of the Act requires that the Council must ensure that *2023-2024 Audit & Risk Committee Annual Report* is included in the Council's 2023-2024 Annual Report.

### CONCLUSION

The *2023-2024 Audit & Risk Committee Annual Report* as contained in **Attachment A** provides a summary of the work of the Council's Audit & Risk Committee for the 2023-2024 Financial Year which meets the Committee's legislative obligation to report to the Council annually in accordance with Section 128(8)9b) of the Act.

## RECOMMENDATION

That the *2023-2024 Audit & Risk Committee Annual Report* (as contained in Attachment A), be received and noted by the Council and included in the Council's 2023-2024 Annual Report in accordance with Section 126(9) of the *Local Government Act 1999*.

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*Cr Robinson moved:*

*That the 2023-2024 Audit & Risk Committee Annual Report (as contained in Attachment A), be received and noted by the Council and included in the Council's 2023-2024 Annual Report in accordance with Section 126(9) of the Local Government Act 1999.*

*Seconded by Cr Holfeld.*

### Amendment

*Cr Piggott moved:*

- 1. That the 2023-2024 Audit & Risk Committee Annual Report (as contained in Attachment A), be received and noted by the Council and included in the Council's 2023-2024 Annual Report in accordance with Section 126(9) of the Local Government Act 1999.*
- 2. Council notes the proposed improvements to the Audit & Risk Committee processes included in the Report which will ensure appropriate coverage of the Committee's responsibilities under its Terms of Reference, including Council's risk register, internal audits and service reviews.*

*Seconded by Cr Sims and carried.*

*The amendment was put and carried and on becoming the motion was again put and carried unanimously.*

## 11.10 GREATER ADELAIDE FREIGHT BYPASS

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**REPORT AUTHOR:** Chief Executive Officer  
**GENERAL MANAGER:** Not Applicable  
**CONTACT NUMBER:** 83664568  
**FILE REFERENCE:** qA157822 A970576  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

To seek the Council's endorsement to sign a letter associated with the advocacy strategy in support of the Greater Adelaide Freight Bypass.

### BACKGROUND

There has been ongoing concerns from both the community and Local Government regarding the ongoing presence of large freight vehicles using the South Eastern Freeway and subsequently using roads such as Portrush Road, Glen Osmond Road and to a lesser extent Cross Road.

To eliminate the issue of freight vehicles using Portrush Road, Glen Osmond Road and Cross Road, a number of alternative routes have been proposed.

The alternative route which has the most support and likelihood of being funded and subsequently constructed, is the Greater Adelaide Freight Bypass (GAFB).

Notwithstanding the removal of funding by the Federal Government for some road projects in South Australia, the planning study for the GAFB remains in place.

To progress the inclusion of the GAFB, a number of Councils (including those Councils in the Eastern Adelaide Alliance) have agreed to continue to advocate for the GAFB.

This advocacy strategy has involved some Local Government representatives meeting with Federal Members of Parliament. To illustrate support for GFB, all of the Councils involved in the GAFB have been requested to sign a joint letter.

A copy of the joint letter is contained in **Attachment A**.

As a Member of the Eastern Region Alliance of Councils (ERA), the City of Burnside has taken the lead role on this issue – noting that the City of Unley is also a Member of ERA.

### FINANCIAL AND BUDGET IMPLICATIONS

There are no financial implications associated with this issue.

### EXTERNAL ECONOMIC IMPLICATIONS

Nil

### SOCIAL ISSUES

Not Applicable.

### CULTURAL ISSUES

Not Applicable.

### ENVIRONMENTAL ISSUES

Removal of heavy freight vehicles from using Portrush Road and Glen Osmond Road will result in significant improvements to the local environment.

## RESOURCE ISSUES

Nil

## RISK MANAGEMENT

Nil

## CONSULTATION

- **Elected Members**  
Mayor Robert Bria is aware of this issue.
- **Community**  
Nil
- **Staff**  
Nil
- **Other Agencies**  
City of Burnside

## DISCUSSION

For the purposes of endorsing this advocacy strategy, a copy of the information brochure that has been prepared by the City of Burnside is contained in **Attachment B**.

This brochure provides a summary of the importance of the GAFB.

From this Council's perspective, its involvement in this advocacy strategy, essentially involves support in the planning, design and ultimate construction of the GAFB.

This will involve co-signing the letter of support and if required, the Mayor and Chief Executive Officer meeting with Members of Parliament.

## OPTIONS

The Council can choose to endorse signing of the joint letter contained in **Attachment A** or it can choose not to.

## CONCLUSION

Nil

## COMMENTS

Nil

## RECOMMENDATION

1. The Council confirms its concerns about the safety of all road users (pedestrians, cyclists and motorists) due to the current and ever-increasing number of large freight vehicles utilising the South Eastern Freeway and subsequently using Portrush Road and Glen Osmond Road.
2. The Council supports renewed focus and funding for the Truro Bypass Project and advocating for a well-designed and 'shovel ready' solution.
3. The Council supports the progression of the Greater Adelaide Freight Bypass and acknowledges its substantial benefit to the City of Norwood Payneham & St Peters and its community.

Cr Sims left the meeting at 9.47pm  
Cr Sims returned to the meeting at 9.50pm.

*Cr McFarlane moved:*

1. *The Council confirms its concerns about the safety of all road users (pedestrians, cyclists and motorists) due to the current and ever-increasing number of large freight vehicles utilising the South Eastern Freeway and subsequently using Portrush Road and Glen Osmond Road.*
2. *The Council supports renewed focus and funding for the Truro Bypass Project and advocating for a well-designed and 'shovel ready' solution.*
3. *The Council supports the progression of the Greater Adelaide Freight Bypass and acknowledges its substantial benefit to the City of Norwood Payneham & St Peters and its community.*
4. *That the Mayor and Chief Executive Officer be authorised to sign the letter contained in Attachment A and be authorised to participate in other advocacy activities associated with the Greater Adelaide Freight Bypass.*
5. *That the Council produces a Greater Adelaide Freight Bypass fact sheet to complement the City of Burnside's fact sheet to include, if available, other information such as the number of trucks removed from Portrush Road, the reduction of potential respiratory illnesses and the reduction of deaths on Portrush Road.*

*Seconded by Cr Piggott and carried unanimously.*

## 12. ADOPTION OF COMMITTEE RECOMMENDATIONS

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**REPORT AUTHOR:** General Manager, Governance & Civic Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** Not Applicable  
**ATTACHMENTS:** A - C

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### PURPOSE OF REPORT

The purpose of the report is to present to the Council the Minutes of the following Committee Meetings for the Council's consideration and adoption of the recommendations contained within the Minutes:

- Chief Executive Officer's Performance Review Committee – (12 August 2024)  
(A copy of the Minutes of the Chief Executive Officer's Performance Review Committee meeting is contained within **Attachment A**)
- Business & Economic Development Advisory Committee – (13 August 2024)  
(A copy of the Minutes of the Business & Economic Development Advisory Committee meeting is contained within **Attachment B**)
- Audit & Risk Committee – (19 August 2024)  
(A copy of the Minutes of the Audit & Risk Committee meeting is contained within **Attachment C**)

### ADOPTION OF COMMITTEE RECOMMENDATIONS

- **Chief Executive Officer's Performance Review Committee**

*Cr Callisto moved that the Minutes of the meeting of the Chief Executive Officer's Performance Review Committee held on 12 August 2024, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Duke and carried unanimously.*

- **Business & Economic Development Advisory Committee**

*Cr Piggott moved that the Minutes of the meeting of the Business & Economic Development Advisory Committee held on 13 August 2024, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr McFarlane and carried unanimously.*

- **Audit & Risk Committee**

*Cr Clutterham moved that the Minutes of the meeting of the Audit & Risk Committee held on 19 August 2024, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Callisto and carried unanimously.*



13. **OTHER BUSINESS**  
Nil

14. **CONFIDENTIAL REPORTS**  
Nil

15. **CLOSURE**

There being no further business, the Mayor declared the meeting closed at 10.01pm.

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**Mayor Robert Bria**

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