

Council Meeting Minutes

1 March 2021

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 Evonne Moore
Cr Garry Knoblauch
Cr John Minney
Cr Carlo Dottore
Cr Kevin Duke
Cr Connie Granozio
Cr Mike Stock
Cr Scott Sims
Cr Fay Patterson (entered the meeting at 7.02pm)
Cr Sue Whittington
Cr John Callisto (entered the meeting at 7.03pm)
Cr Christel Mex

Staff Mario Barone (Chief Executive Officer)
Peter Perilli (General Manager, Urban Services)
Carlos Buzzetti (General Manager, Urban Planning & Environment)
Lisa Mara (General Manager, Governance & Community Affairs)
Sharon Perkins (General Manager, Corporate Services)
Naomi Doolette (Sustainability Officer)
Tina Zullo (Administration Officer, Governance & Community Affairs)

APOLOGIES Nil

ABSENT Nil

1. KAURNA ACKNOWLEDGEMENT

2. OPENING PRAYER

The Opening Prayer was read by Cr Sue Whittington.

3. CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 1 FEBRUARY 2021

Cr Duke moved that the minutes of the Council meeting held on 1 February 2021 be taken as read and confirmed. Seconded by Cr Minney and carried unanimously.

Cr Patterson entered the meeting at 7.02pm.

4. MAYOR'S COMMUNICATION

Wednesday, 10 February	<ul style="list-style-type: none">• Attended the 10th Anniversary Dinner for the Lions Club Norwood, Maylands Hotel, Maylands.
Saturday, 13 February	<ul style="list-style-type: none">• Attended the 'Jazz in the Park' event, Koster Reserve, Trinity Gardens.
Monday, 15 February	<ul style="list-style-type: none">• Radio interview with Jules Schiller, ABC 891.
Monday, 15 February	<ul style="list-style-type: none">• Attended a meeting with General Manager, Governance & Community Affairs and Events staff, Mayor's Office, Norwood Town Hall.
Tuesday, 16 February	<ul style="list-style-type: none">• Presided over the Norwood Parade Precinct Committee meeting, Mayor's Parlour, Norwood Town Hall.
Thursday, 18 February	<ul style="list-style-type: none">• Attended a meeting of ERA Water Mayors and Chief Executive Officers, Town of Walkerville Offices, Walkerville.
Monday, 22 February	<ul style="list-style-type: none">• Attended an Audit Committee meeting, Mayors Parlour, Norwood Town Hall.

5. DELEGATES COMMUNICATION

- Cr Whittington advised that on Thursday 25 February 2021, she and Cr Knoblauch attended the Eastern Health Authority Board meeting.
- Cr Knoblauch advised that on Monday 22 February 2021, he attended the first meeting for the year of the Marden Senior College Governing Council.

Cr Callisto entered the meeting at 7.03pm.

- Cr Stock advised that on Monday 15 February 2021, he and Cr Dottore attended the induction of the new East Waste Board Members.

Cr Stock also advised that on Thursday 25 February 2021 he attended a workshop with East Waste Board.

- Cr Minney advised that on Thursday 18 February 2021, he attended a meeting of the ERA Water Board.

6. QUESTIONS WITHOUT NOTICE

Nil

7. QUESTIONS WITH NOTICE

Refer to Confidential Item 14.1 of these Minutes.

8. DEPUTATIONS

8.1 DEPUTATION – FIRST AVENUE, PAYNEHAM SOUTH – REMOVAL OF STREET TREES

REPORT AUTHOR: General Manager, Urban Services
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4523
FILE REFERENCE: qA1041 qA69748
ATTACHMENTS: Nil

SPEAKER/S

Mr Joe Giarratano

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Mr Joe Giarratano has written to the Council requesting that he be permitted to address the Council in relation to the removal of two (2) street trees located in First Avenue, Payneham South.

In accordance with the Local Government (Procedures at Meetings) Regulations 2013, Mr Joe Giarratano has been given approval to address the Council.

Mr Joe Giarratano addressed the Council in relation to this matter.

9. PETITIONS

9.1 PETITION – FIRST AVENUE, PAYEHAM SOUTH – REMOVAL OF TREES

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA69748
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received requesting the removal of two (2) street trees located in First Avenue, Payneham South.

BACKGROUND

The petition, convened by the owner of the property located at 39B First Avenue, Payneham South, is requesting that the Council removes two (2) (and possibly three (3)) street trees which are located on the verge adjacent to numbers 42A, 43A and 47 First Avenue, Payneham South.

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

The petition has been signed by a total of 18 property owners in First Avenue, South Payneham.

In accordance with the Council's *Privacy Policy*, the personal information of the petitioners, (ie property numbers, telephone numbers and email addresses) have been redacted from the petition. The names of the signatories which are included on the petition have not been redacted from the petition.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 2: Cultural Vitality

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

Objectives:

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

DISCUSSION

The Council and the community place a high value on the City's trees. However, the Council also recognises that from time-to-time there is a need to consider the removal of a street tree/s where the circumstances warrant it, (ie where a tree has died, shows irreversible decline, is structurally compromised or where the tree is preventing a reasonable development that accords with the relevant provisions of the Council's Development Plan from being approved).

The starting point for the consideration of any such request, is that street trees should be retained unless there is very good reason for the tree to be removed. This is a long-standing established principle and culture which has been adopted and endorsed by the Council.

The Council's current process for the removal of street trees is set out below:

1. Request for the removal of a non-regulated street tree is received by the Council and dealt with by the City Arborist. If the proposed tree removal relates to a Development Application, it is forwarded by the assessing Urban Planner to the City Arborist.
2. Assessment of the tree is undertaken by the City Arborist against certain tree removal criteria relating to the health, condition and value of the tree. Should the request to remove the tree not meet the criteria for removal and is deemed worthy of retention, the person seeking the removal is advised that authorisation has not been given and the tree is retained.

3. If the request to remove the tree meets the criteria, a brief report containing the relevant advice and recommendation is prepared by the City Arborist and provided to the General Manager, Urban Services recommending that approval be granted for its removal.
4. If the General Manager, Urban Services agrees with the recommendation and authorises the removal of the tree, then prior to executing the delegation the relevant information on the street tree removal is forwarded to the Councillors representing the Ward in which the subject tree is located, to appraise them of the circumstances and seek their concurrence of the decision to accede the request to remove the tree.

If the General Manager, Urban Services does not agree with the recommendation to approve the request to remove a tree, the matter is not referred to the Ward Councillors. In this respect, the tree removal process is underpinned by the principle that trees should be retained unless there are clearly established and documented reasons, based upon aboricultural reasons (or Council policy) for a tree to be removed.

5. If the Ward Councillors concur with the decision to remove the tree, the person seeking the street tree removal is informed of the decision.
6. If the Ward Councillors do not concur with the decision made by the General Manager, Urban Services, to approve the request to remove the tree, then the matter is referred to the Council for determination.

This process was first adopted by Council on 2 April 2001, and has been reviewed on various occasions, with the most recent review undertaken by the Council in August 2020.

This process has worked very well over the last 20 years and will be used by staff as part of the assessment of the request which has been received from the petitioners.

RECOMMENDATION

That the petition which has been received regarding the removal of the street trees located adjacent to the properties located at 42A, 43A and 47 First Avenue, Payneham South be noted and that the Convenor of the petition be advised that the request to remove the tree will be undertaken in accordance with the Council's *Removal of Street Trees* process.

Cr Dottore moved:

*That the petition which has been received regarding the removal of the street trees located adjacent to the properties located at 42A, 43A and 47 First Avenue, Payneham South be noted and that the Convenor of the petition be advised that the request to remove the tree will be undertaken in accordance with the Council's *Removal of Street Trees* process and that the improvement to the footpath pavement be investigated to address the narrowness of the footpath areas.*

Seconded by Cr Duke and carried unanimously.

10. WRITTEN NOTICES OF MOTION
Nil

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 VERGES POLICY AND IMPLEMENTATION FRAMEWORK

REPORT AUTHOR: Sustainability Officer
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4532
FILE REFERENCE: qA60834
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present the Council with the draft Verge Policy, and the measures to support the greening of verges.

BACKGROUND

This report presents an implementation framework for introducing a more proactive approach to encouraging the greening of verges across the City.

At its meeting held on Monday 7 December 2020, the Council unanimously resolved:

1. *That the Council endorses taking a more 'proactive' approach to greening verges on the basis of recommendations detailed in this report.*
2. *The Council notes that a project definition will be submitted for consideration in the allocation of \$25,000 in the 2021-2022 Budget for a Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved Applications to green verges on a 'first come first served' basis, subject to such Applications meeting eligibility criteria.*
3. *The Council notes that a report will be presented for its consideration containing a draft Policy for Verges and amended Verge Garden Guidelines, addressing the following matters:*
 - *changes to the Council's Capital Works Footpath Construction and Reconstruction program to offer incentives to residents to apply for the conversion of verges from compacted materials to planted verges;*
 - *preference for incentives be provided to Applicants who seek approval to undertake the conversion of verges with drought tolerant and sustainable plants; to Applicants seeking to plant their own and neighbouring verges; and Applications in areas with high surface temperatures or identified as socially vulnerable through urban heat mapping;*
 - *kerb access and different road functions;*
 - *suitable location of bin pads;*
 - *materials used for paths;*
 - *weed control;*
 - *trees including fruit and nut trees;*
 - *maintaining the current ban on food cultivation;*
 - *modifications to the street sweeping program;*
 - *enforcement of unauthorised verge conversion including the use of artificial turf; and*
 - *the promotion of existing planting guides and water conservation tips.*

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goal contained in *CityPlan 2030* is:

Outcome 4: Environmental Sustainability
A leader in environmental sustainability.

Objectives:

3. *Sustainable quality streetscapes and open spaces.*
4. *Thriving and healthy habitats for native flora and fauna*
5. *Mitigating and adapting to the impacts of a changing climate*

The relevant priority adaptation options contained in Resilient East *Regional Climate Adaption Plan 2016* is “increase planting across urban areas”.

The relevant target of the *30-Year Plan for Greater Adelaide* is a 20% increase in green cover by 2045.

FINANCIAL AND BUDGET IMPLICATIONS

There are costs associated with adopting a proactive approach to greening of verges, including:

1. the cost of expanding the annual Footpath Construction and Reconstruction Program;
2. cost of conducting a trial Greening of Verges Program; and
3. additional costs of resourcing an expanded program including administration resources and cost of any additional maintenance of unkempt verges by Council staff.

The draft Verges Policy for extends the current service delivery within the Council offers to property owners through the Council’s Capital Works Footpath Construction and Reconstruction Program. This new opportunity provides that where a scheduled footpath renewal is occurring, owners will be offered an opportunity to ‘opt-in’ for the verge adjacent their property to be excavated and filled with loam (soil) with the costs borne by the Council, instead of retaining the existing compacted dolomite / quartzite. Cost efficiencies could be achieved due to compacted rubble (dolomite / quartzite) costing approximately the same per square metre and earthworks equipment, traffic control and labour would already be on site as part of the Capital Works renewal program.

This proposed change to the Capital Works Footpath Construction and Reconstruction Program, will result in additional costs being incurred by the Council, including labour costs associated with excavation of existing compacted material, the dumping of rubble and supply and delivery of new loam material. Whilst it is difficult to predict how popular this ‘opt in’ offer will be as it relies on residents’ willingness to green and maintain the newly prepared verge, for the purposes of preparing an initial budget, a take up rate of 10% of property owners has been used, which equates to an estimated cost increase to the Capital Works Program of \$18,000 per financial year, calculated on an estimated area of 20m² per verge. This amount has been proposed for inclusion in the Council’s draft 2021-22 budget, as part of the Capital Works Program.

It is important to note that the Capital Works Program is developed from the Asset Register and on average, resources the renewal of 6.5 kilometres of footpath each year. If the ‘opt in’ participation rate is higher (closer to 100% of owners ‘opting-in’ for loam replacement) this could equate to 325 verge applications and conversions a year. A significant increase in resources and staffing would then need to be allocated to the program. It may be possible to manage this increase in demand, either through further budget allocations or through a rescheduling of participants to the following year (and closure of this offer of assistance temporarily) while program demand and delivery is re-assessed and reported to the Council.

Additional resourcing is also proposed for a trial greening incentive in 2021-2022, available to property owners outside the footpath renewal program. A separate Project Definition for \$25,000 has been prepared for consideration for a trial Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved applications to assist owners to green verges. This is proposed to operate on a ‘first come first serviced’ basis, subject to such Applications meeting eligibility criteria until the budget is exhausted. Unlike the take-up rate under the Footpath Construction and Reconstruction Program, which is unknown, the budget allocation to the Trail Incentive Program is proposed to be fixed at \$25,000.

Additional Verge Maintenance Costs

The new Verge Policy provides clarity that it is the occupant's responsibility for maintaining the growth and condition of verge plantings. The Policy sets out the notification, education and enforcement actions that will be taken by the Council to follow up overgrown or unsafe verge plantings with the Permit holder. It is not proposed as part of this new Policy, that the Council will regularly mow or trim these verges, this remains the property owner's / tenant's responsibility. Inevitably, there will be examples where the Council has taken all possible compliance actions and needs to physically undertake maintenance or rectification of these verges. This additional resourcing, whilst unknown as to what the impost will be, needs to be acknowledged should the Council adopt this Policy. Costs of additional maintenance will be monitored and reported to the Council to guide any further adjustments to the policy, program delivery or budget.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

As urban infill continues to increase across the City, the Council continues to receive applications from residents to landscape the street verge in front of their property. Green spaces can assist in providing shade and absorbing heat from hard surfaces. This is particularly important as the frequency and intensity of heatwaves is predicted to increase. Verges can provide additional flora for biodiversity and food for local fauna.

Another benefit of planted verges is that it allows much better infiltration of stormwater to improve soil moisture which in turn can assist in improving the health of street trees and reduces damage to infrastructure due to shallow roots close to footpaths and structures. In addition, carbon is able to be stored in soils and can reduce the amount of carbon in the atmosphere.

RESOURCE ISSUES

The draft Verges Policy, amended Verge Guidelines and assistance measures presented within this report, will require additional staff resourcing to coordinate the Greening Verge Program and enforcing unauthorised verge alterations and overgrown verges, and additional resourcing, contractors time and materials for owners 'opting in' as part of Capital Works footpath upgrades to assist citizens seeking to implement a planted verge.

With the proposed additional programs and changes to service delivery, there will be additional requirements placed on staff workloads to administer, monitor, coordinate, approve, undertake compliance actions and coordinate the trial Greening Verge Program. The additional staff time for assessing applications as a result of 'opt-in' verge approach; compliance or unauthorised and non-compliant verges; and trial of Greening Verge Program is unknown but will be monitored and captured to provide the Council a better understanding of the resource impacts of these changes. Upon adoption of this new policy and program and with the need to set up new spatial monitoring systems, data and templates, this is estimated to be the equivalent of 0.2 FTE workload, although this will also be influenced by take-up rates.

As an extension to the footpath upgrade program, staff will also be required to ensure coordination of collective street applications, to enable these to be issued Permit prior to the Council excavating the compacted materials and undertaking the footpath works. The administrative tasks associated with this additional resourcing is expected to be accommodated within existing staff's work program for delivery of the Footpath Renewal Program.

In ensuring adherence to the new Policy, City Assets and Regulatory Services staff will be required to allocate time on activities such as monitoring unauthorised and non-compliant verges, with prioritisation of notification and removal of artificial grass verges and rectification of verges with a risk of property damage or public safety.

RISK MANAGEMENT

There is a risk that the greening of verges could significantly increase the Council's maintenance costs, particularly in cases where citizen planted verges are not maintained or are abandoned over time. This risk can be appropriately managed by ensuring that the Council implements a draft Verges Policy and amended Verge Guidelines which includes a mechanisms for proactive enforcement of illegal verge treatments.

All that said, it must acknowledged that by the Council endorsing the proposed Verges Policy and amended Verge Guidelines, it will facilitate a more intense and proactive greening of verges across the City, then this will ultimately lead to commensurately higher maintenance costs (i.e. staff, contractors and materials) associated with managing verges. A cost which the Council was has not to date budgeted for.

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- **Elected Members**
An Elected Members Information Session was held on 28 September 2020.
- **Community**
Not Applicable.
- **Staff**
General Manager, Urban Planning & Environment
General Manager, Urban Services
Manager, Urban Planning & Sustainability
Manager, City Services
Acting Manager, City Assets
Project Officer, Civil
Works Coordinator Parks & Gardens
Senior Compliance Officer, Regulatory Services
- **Other Agencies**
Nil

DISCUSSION

Policy and Guidelines

The draft Verges Policy and amended Guidelines are contained in **Attachment A**.

The draft Verges Policy clarifies how, when and by whom implementation of verge alterations can occur, other exclusions and how groups or citizens not adjacent to the verge can alter the verge. It sets out the obligations and responsibilities of the Council and residents in developing and maintaining verges.

The draft Verges Policy also sets out the Council's approach to unauthorised and non-compliant verges and enforcement measures. There are already an unknown number of unauthorised verge alterations across the City. This additional strategic direction will enable enforcement to be undertaken and allow staff to set up procedures for monitoring and compliance.

Given the issues around artificial lawn and hazardous verges (both current and retrospective), the proposed Verges Policy sets out measures (other than for artificial grass) for residents to seek approval (retrospectively) by way of a Permit once the verge meets conditions of the Policy for Verges and the Verge Guidelines.

The Verges Policy and Verge Guidelines and the Application process, has retained the ability for another party such as developers or groups (other than the adjacent property owner) to green a verge, subject to the consent of the adjacent property owner. The Policy sets out that this will be applicable on residential streets that are not arterial roads.

It is proposed that eligibility for a Permit be limited to owners rather than rental tenants, due to the potentially more short-term nature of rental occupants, with a risk that with a higher turnover compared to house sales, incoming occupants may not have the same commitment to maintaining a previously established verge. Where a tenant is wishing to convert a verge and a property owner is supportive, an application will need to be made by the owner.

The existing Verge Guidelines have been adapted to sit underneath the Policy to provide practical implementation support such as plant selection, potential hazards, watering, passenger access, hard stand areas and food cultivation etc.

Council Lead 'Proactive' Verge Greening

A more 'proactive' approach to greening verges is the basis for four (4) key implementation actions:

1. greening Verge Incentive Trial (12 months);
2. extension of Footpath Construction and Reconstruction program;
3. draft Verges Policy ; and
4. monitoring and enforcement of unauthorised verge conversions and authorised verge conversions which have become overgrown (with a priority of unsafe verges and artificial lawn).

1. Greening Verge Incentive Trial

A Greening Verge trial is proposed for trialling in the 2021-2022 financial year, subject to the Councils approval as part of the budget. This incentive would see an allocation of \$25,000 set aside to cover the cost of excavating compacted materials and supplying and spreading loam for approved applications to assist owners to green verges on a 'first come first serviced' basis, subject to such applications meeting eligibility criteria.

The draft Verges Policy enables citizens across the City to make application at any time to convert their verge from compacted rubble to a planted verge. This can occur, with or without Council assistance to undertake the works. As part of an initial 12 month trial, practical assistance is proposed to be prepared by the Council staff or contractors removing the compacted material and depositing and spreading new loam (soil). The occupant will be responsible for the cost (and liability) of installing any irrigation and the planting of vegetation (including approved lawn, ground covers and shrubs). It is estimated that approximately 25 verge applications would be able to be supported with this new budget allocation and would be offered on a first-come-first-served basis for complying applications, with a preference given to verges being planted with demonstrated environmental benefits.

To ensure that the Green Verge Incentive trial produces planted verges contain suitable materials, preference should be given to applications that meet the below criteria:

- drought tolerant and sustainable plants and shrubs;
- applicants from neighbouring properties where there are cost efficiencies; or
- applicants from areas that are identified as having higher air temperate (e.g. urban heat hotspots) and socially vulnerable areas demonstrated through the recently undertaken urban heating mapping.

It is also recommended that applications that should not be eligible for the Greening Verge Incentive where:

- applicants seeking to green verges predominantly with lawn or grass;
- applicants are applying within five years (5) years of being offered the 'opt-in' incentive by the Footpath Renewal Program under the new policy; or
- applicants will have their footpath renewed within in the next five (5) years and therefore provided with the opportunity to 'opt-in' to the verge conversion service.

Applicants who have submitted applications that do not meet the Verge Policy, Guidelines or are deemed ineligible for the trial incentive, will be notified of the outcome of their application.

Applicants who are unsuccessful in obtaining the incentive, noting the 'first come first serviced' basis, subject to such Applications meeting eligibility criteria, but meet the general Policy conditions and Verge Guidelines will still have to opportunity to gain approval but the works would be undertaken at their own cost. Subject to further funding allocation, future opportunities may be offered to fund these conversions. In other words, nothing in the draft policy will preclude a property owner from greening their verge with predominantly lawn or grass. However, because this type of greening provides less benefits than verges greened with drought tolerant, biodiverse and native plants and shrubs, it is suggested that property owners who wish to green verges with predominantly lawn or grass should bear the cost of doing so.

Application Process

Currently, without an incentive in place for assistance with the works, the Council receives approximately 20-30 applications each year to green a verge.

With the combination of the 'opt-in' service and trial incentive the Council may see an influx of applications, due to the significantly reduced labour requirements of owners digging out the verge material and the benefit of receiving loam ready to plant. The increased opportunities are predicted to at least triple the current volume of applications, which would have a significant impact on current resources and may require the redirection from current work programs. The impact on existing resources will be carefully monitored.

The current system requires that approved applications are implemented by the resident within twelve months and that an inspection of the installed verge is undertaken by field staff upon completion. The inspection assesses the planted verge/s against the application in order to confirm that the conditions of the approved application have been met. This process will continue under the draft policy for Verges and Verge Guidelines.

However, beyond the initial inspection it is recommended that the Council implement an active monitoring where an abandoned, unmaintained, unauthorised planted verge is brought to the attention of Council staff to enforce conditions or the Policy. Establishing spatial records of approved and unapproved applications and following up on breaches of the Policy and Guidelines wo;; need to be undertaken within existing resources.

2. Extension of Footpath Construction and Reconstruction program

In addition to verge conversions applied for as described above, the Footpath Construction and Reconstruction program will be used to further offer this same service (excavation and loam supply).

The Council's Asset Register provides a guide for the annual investment in the Council's assets to ensure that the quality and standard of the City's infrastructure such as footpaths are maintained and meet community expectations. The Capital Works Program developed from the Asset Register prioritises ageing footpaths for renewal and on average 6.5 kilometres of footpath undergoes renewal each year. The works are undertaken by contractors and overseen by Council staff. The current process for upgrade of footpaths includes the laying of pavers and retaining and "topping up" the existing verge material (dolomite or quartzite). Footpath works may also be done in conjunction with kerb and gutter works occurring in a street.

The draft Policy for Verges sets out an extension of the works the Council is able to offer when a footpath is being comprehensively upgraded, whereby Council staff notify properties in the lead up and start of a financial year of a new 'opt-in' verge conversion process. The Council will, at the time of footpath renewal, excavate and replace the compacted dolomite or quantize in front of their property with fresh loam for property owner who have 'opted in' and intend greening the verge adjacent their property.

The property owners or another party are still required to submit an application for a Section 221 Permit to Landscape a Verge and this must be lodged and approved in advance by the date set out in the initial notification. This will allow the applications to be co-ordinated and timed as a collective group of applications, to ensure timely assessment and issuing of Permits, prior to the Council undertaking excavation of compacted material, dumping of material and supply of new loam material. An incentive for the property owner, compared to the current system, is that the Council would incur the physical labour and costs of undertaking the preparatory work rather than the property owner.

As per the Verge Greening Incentive trial, the Council would not supply or assist with design, purchasing or establishing any plants, lawn or irrigation, these would remain the responsibility of the property owner and require approval as part of the Authorisation to Landscape a Verge Application.

Enabling property owners to 'opt-in' for loam via the Capital Works Program is a strategic and proactive approach which the Council can take to green streets, with some additional material and labour costs, with efficiencies due to the this occurring all at the same time, when contractors and equipment are already scheduled to be in the street.

3. Draft Verges Policy and Guidelines

There is currently no policy guiding the treatment of verges, only the Guidelines that were developed in 2016. Clarity is required in a policy to address the matters set out in this report.

The Verge Guidelines have also been amended to provide property owners and another parties with guiding details and conditions when applying to green a verge. Additional information for property owners, individuals and groups, have been included:

- shared verge or similar;
- bin pad / path materials;
- food cultivation;
- street trees;
- street sweeping;
- water conservation and plant selection guide; and
- design resources.

The Verge Guidelines reiterate the Policy position and outline that property owners can apply to alter either verge adjacent to their property, individuals with permissions from the property owner can alter a verge and groups can, with permission from the adjacent property owner, alter a verge. It also outlines the Council's responsibilities and the responsibilities of the property owner and insurances required.

4. Monitoring and Enforcement

Historically, a large number of verge conversions have been undertaken by adjoining properties prior to formalisation of guidelines and policy. A further unknown quantity have been installed without authorisation since the Council's Guidelines have been in place (2016), however no active enforcement has been taken on these due to the absence of a formal Policy to guide monitoring and enforcement measures.

The draft Verges Policy now sets out the proposed framework for Council's activities in dealing with unauthorised and non-compliant verge developments.

Internal staff responsibilities and workflows processes will be required to be developed and implemented as a result of adoption of this Policy. Spatial data mapping the location of authorised and non-authorised verges is recommended as a monitoring tool to be used to form part of any future management system.

OPTIONS

The Council can choose to implement its desired 'proactive' approach to greening of verges through the measures described in this report, namely a trial incentives program, an extension to the footpath renewal program, new Policy for Verges and amended Verge Guidelines and actively monitor and enforce the Policy and Guidelines.

The Council can choose to alter the parameters, scope, budget or Policy detail from the details described in this report and the attachments.

The Council can choose to adopt the 'proactive' approach to greening of verges with trial incentives through the proposed Policy for Verges and amended Verge Guidelines with changes.

Alternatively, the Council can resolve to maintain the 'status quo' by maintaining a 'reactive' and low key approach to the greening of verges with minimal promotion and no incentives for citizens and no enforcement action.

CONCLUSION

The proposed Verges Policy, Guidelines and Authorisation to Landscape a Verge Application Form and conditions provides residents and or another party with the ability to green verges in front of their property or at another location. The documentation provides the Council with a framework, conditions and requirements of each party and mechanisms to undertake a more 'proactive' rather than 'reactive' approach to greening verges.

This approach also maintains the current status quo of residents being responsible for bearing the cost of purchasing plants and maintaining their converted verges, but it also provides some considerable practical incentives to encourage a greater take up of planted verges.

The proposed shifting from a 'reactive' to 'proactive' approach to the greening of verges is on the basis of implementing the following measures:

- modifying its Capital Works Footpath Renewal Program practice to enable residents to 'opt in' to planted verges, with the Council bearing the cost of excavating and removing existing compacted materials and spreading loam;
- trialling incentive (with capped funding) towards a Verge Conversion Program, to encourage citizens to plant verges by bearing the cost of excavating and removing existing compacted materials and spreading loam, subject to meeting eligibility criteria; and
- proactively enforcing unauthorised, non-compliant and hazardous verge conversions.

COMMENTS

This new approach sets a clear direction for encouraging the conversion of verges into sustainable and appealing green spaces through policy, guidelines, incentives, monitoring and enforcement.

The draft Policy seeks to introduce clear expectations around the standards for implementation and maintenance of verges by property owners. The initial enforcement actions will be focussed on rectifying locations where verge installations use artificial grass or pose a threat to property damage or public safety. Other Councils across Metropolitan Adelaide take varying degrees of action against the use of artificial turf. The draft Policy, if adopted, sets out an escalating scale of enforcement actions for the removal of artificial turf beginning with engagement with the property owner, encouragement to replace with suitable 'living' vegetation, followed by a request for removal and ultimately where not complied with, removal by the Council. There may be some individual owner resistance to this level of enforcement, however to ensure responsible environmental outcomes and equity in compliance with this Policy, the Council will have to accept some level of objection.

The attached draft Policy is required to be reviewed within twelve months of adoption. At this time, a report will be prepared for Council reviewing the implementation of the Policy, take up rate of verge conversions, resourcing issues and any issues arising from the approach to monitoring and enforcement and make recommendation for amendments, alterations or substitution of a new Policy if considered necessary.

RECOMMENDATIONS

1. That the Council endorses the Verges Policy and amended Verge Guidelines as contained in Attachment A.
2. That the Council notes that a Project Definition will be submitted for consideration (\$25,000) in the 2021-2022 Budget for a Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved Applications to green verges on a 'first come first served' basis, subject to such Applications meeting eligibility criteria.
3. That the Council notes that it is proposed to extend the Civil Capital Works Program in 2021-22 by \$18,000 to cover the cost of additional works to approved verges (on an opt-in basis) as part of the annual Footpath Construction and Reconstruction program.

Cr Whittington moved:

- 1. That the Council endorses the Verges Policy and amended Verge Guidelines as contained in Attachment A.*
- 2. That the Council notes that a Project Definition will be submitted for consideration (\$25,000) in the 2021-2022 Budget for a Greening of Verges Program, to cover the cost of excavating compacted materials and supplying and spreading loam for approved Applications to green verges on a 'first come first served' basis, subject to such Applications meeting eligibility criteria.*
- 3. That the Council notes that it is proposed to extend the Civil Capital Works Program in 2021-22 by \$18,000 to cover the cost of additional works to approved verges (on an opt-in basis) as part of the annual Footpath Construction and Reconstruction program.*

Seconded by Cr Patterson and carried unanimously.

11.2 REVIEW OF POLICIES

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA61370
ATTACHMENTS: A - B

PURPOSE OF REPORT

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

BACKGROUND

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

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

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

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

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

As such, a review of the Council's Policies commenced some months ago and to date a number of policies have been reviewed, updated and amended and a number are in the process of being updated prior to presentation to the Council for consideration and adoption.

To date, the following policies have been reviewed and updated and adopted by the Council over the last few months:

- Access & Inclusion
- Access to Meetings & Documents
- Asset Capitalisation & Depreciation
- Asset Impairment
- Asset Management
- Asset Revaluation
- Bad Debt Write-Off
- Bank Accounts
- Budget
- Budget Review
- Building Inspections
- Charges - Reinstatement of Public Utilities
- Civic Bands & Orchestra
- Civic Recognition
- Code of Conduct for Council Members - Complaint Handling Procedure
- Community Consultation
- Community Funding
- Community Gardens
- Community Information

- Complaints Handling
- Conditions of Library Use
- Council's Role in Markets
- Credit Card
- Credit
- Development Assessment & Development Compliance Reporting & Monitoring Policy
- Directional Signage
- Display of Business Merchandise & Objects on Council Footpaths
- Disposal of Land & Assets
- Elected Member Access to Legal Advice
- Elected Member Allowances & Benefits
- Elected Members Electronic Communications Policy
- Elected Member Training & Development
- Emergency Disaster Donations
- Expenditure
- Fees & Charges
- Footpath and Driveway Crossover Policy
- Fraud, Corruption, Misconduct & Maladministration Prevention
- Fringe Benefits Tax
- Funding
- Goods & Services Tax
- Informal Gatherings
- Internal Control
- Irrigation
- Library Collection Development
- Live Music
- Local Government Elections Caretaker
- Local Area Traffic Management
- Naming of Roads and Public Places
- Order Making
- Outdoor Dining
- Payments
- Petty Cash
- Planning Approval Compliance & Development Complaint Handling Policy
- Plaques, Monuments & Memorials
- Privacy
- Private Laneways Policy & Procedure
- Procurement
- Prudential Management
- Public Art
- Public Interest Disclosure
- Public Liability Insurance for Community Groups when Hiring Council Owned Facilities
- Rate Rebates on Council Land Leased or Licensed
- Rate Rebate
- Rating
- Reinstatement of Council Infrastructure by Public Utilities
- Removal and Impounding of Vehicles
- Requests for Services
- Review of Decisions
- Risk Management
- Salaries & Wages Administration
- Smoke Free
- Social Media
- Temporary Road Closures for Non-Council Initiated Events
- Tennis Facilities

- Treasury Management
- Unreasonable Complainant
- Volunteer Management

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

- Cat
- Community Care Services
- Council Land Rebates – Community Facilities
- Disability
- Disposal Small Plant, Equipment & Furniture
- Donations & Community Grants
- Graffiti Removal
- Honorary Freedom of the City Award (incorporated into the Civic Recognition Policy)
- Kerbside Numbering
- Library Service Code of Conduct
- Permits and Authorisations for Private Use of Local Government Land
- Petitions
- Register of Parking Controls – Fees
- Requests for Reports
- Traffic Management
- Telephone
- Whistleblower

The following policies have also been reviewed and revoked as these policies have been consolidated into the new *Footpath and Driveway Crossover Policy*:

- Footway Construction – At Request of Residents Policy;
- Footway Construction – Notification of Work Policy;
- Footway Paving Policy;
- Footway Widths Policy; and
- Residential Crossovers Policy.

The Community Consultation Policy has been reviewed and, where required, amended and updated to ensure that the Policy meets current standards and reflects the Council's requirements:

A copy of the draft Community Consultation Policy is contained within **Attachment A**.

In addition, a new *Code of Conduct for Council Members - Complaint Handling Procedure* has also been prepared for the Council's consideration and adoption.

A copy of the draft *Code of Conduct for Council Members - Complaint Handling Procedure* is contained within **Attachment B**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

DISCUSSION

Community Consultation Policy

The *Community Consultation Policy* is an existing Policy.

The development and endorsement of a *Community Consultation Policy* is a requirement of the *Local Government Act 1999* (the Act).

The Policy provides a framework for the organisation to ensure a deliberative approach to community consultation and engagement, based on the topic or issue upon which engagement and consultation will be occurring and affirms the Council's commitment to a range of methods which may be used when undertaking consultation.

Section 50(6) of the Act, (set out below), specifies that a council must undertake community consultation prior to the alteration or substitution of a public consultation policy.

- (6) *However, before a council—*
- (a) *adopts a public consultation policy; or*
 - (b) *alters, or substitutes, a public consultation policy, the council must—*
 - (c) *prepare a document that sets out its proposal in relation to the matter; and*
 - (d) *publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and*
 - (e) *consider any submissions made in response to an invitation under paragraph (d).*

Notwithstanding the requirements of Section 50(6), Section 50(7) of the Act stipulates the following:

- (7) *A council is not required to comply with subsection (6) in relation to the alteration of a public consultation policy if the council determines that the alteration is of only minor significance that would attract little (or no) community interest.*

Following the review of the current Policy, the most notable change recommended to the Policy is the removal of the reference to the Messenger Newspapers (page 6 of the draft Policy), as the Messenger Newspapers are no longer in production. Other than this change, only minor amendments and formatting changes are recommended.

As the proposed changes have not altered the intent or key requirements of the Policy, the draft Policy does not require public consultation as part of this review.

A copy of the draft *Community Consultation Policy* is contained within **Attachment A**.

Code of Conduct for Council Members - Complaint Handling Procedure

The *Code of Conduct for Council Members* (the Code) was published in the South Australian Gazette on 18 August 2013, pursuant to Section 63 of the *Local Government Act 1999* (the Act), and applies to all Elected Members in South Australia.

The Code sets out the standards of behaviour which every Elected Member must observe when carrying out their functions and duties as a **public officer**.

The Code provides that each Council will adopt a process for the handling of alleged breaches of Part 2 of the Code, the Behavioural Code.

The draft Procedure has been prepared in accordance with the Council's obligations under Part 2 of the Code, to ensure a consistent, fair and equitable process for receiving and managing complaints made under the Code

A copy of the draft *Code of Conduct for Council Members - Complaint Handling Procedure* is contained within **Attachment B**.

OPTIONS

The Council can determine not to endorse the draft Policies, however as the draft Policies have been prepared to meet legislative requirements, and manage particular matters in accordance with the Council's position, it is recommended that the Council adopts the draft Policies as presented.

CONCLUSION

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

COMMENTS

As stated previously, Section 50 (7) of the *Local Government Act 1999* sets out that a council is not required to undertake community consultation in relation to the alteration of the Community Consultation Policy if the Council determines that the alteration is of a minor nature that would attract little (or no) community interest.

As the changes to the *Community Consultation Policy* reflect minor amendments and those changes have not altered the intent or key requirements of the Policy, it is recommended that the Council determine that the draft Policy does not require public consultation as part of this review.

There is no legislative requirement to consult in respect to the draft Code of Conduct for Council Members - Complaint Handling Procedure.

RECOMMENDATION

That the following Policies be adopted:

1. Community Consultation Policy (Attachment A); and
 2. Code of Conduct for Council Members - Complaint Handling Procedure (Attachment B).
-

Cr Whittington left the meeting at 8.23pm.
Cr Moore left the meeting at 8.23pm.
Cr Dottore left the meeting at 8.23pm.
Cr Dottore returned to the meeting at 8.24pm.
Cr Moore returned to the meeting at 8.24pm.
Cr Whittington returned to the meeting at 8.26pm.
Cr Sims left the meeting at 8.26pm.
Cr Moore left the meeting at 8.28pm.
Cr Sims returned to the meeting at 8.29pm.
Cr Moore returned to the meeting at 8.29pm.

Cr Sims moved:

That the following Policies be adopted:

1. *Community Consultation Policy (Attachment A); and*
2. *Code of Conduct for Council Members - Complaint Handling Procedure (Attachment B).*

Seconded by Cr Moorhouse and carried unanimously.

Section 2 – Corporate & Finance
Reports

11.3 MONTHLY FINANCIAL REPORT – JANUARY 2021

REPORT AUTHOR: Financial Services Manager
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: qA64633/A126006
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with information regarding its financial performance for the period ended January 2021.

BACKGROUND

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

RELEVANT STRATEGIC DIRECTIONS AND POLICIES

Nil

FINANCIAL AND BUDGET IMPLICATIONS

Financial sustainability is as an ongoing high priority for the Council. Given the COVID-19 pandemic, the Council adopted a Budget which included measures to minimise the impact on ratepayers and support local business. As a result, the Council adopted a Budget which forecasts an Operating Deficit of \$798,455 for the 2020-2021 Financial Year. The Mid-Year Budget update, as proposed, reports an Operating Deficit of \$651,547 for the 2020-2021 Financial Year an improvement of \$146,908.

For the period ended January 2021, the Council's Operating Surplus is \$1,470,000 against a budgeted Operating Surplus of \$894,000, resulting in a favourable variance of \$575,000.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

COVID-19 IMPLICATIONS

As Elected Members are aware, the development of the 2020-2021 Budget, was undertaken during an unprecedented time where the on-going health, social and economic impacts of the COVID-19 Pandemic were relatively unknown and the future impacts of the physical distancing measures introduced to address the health impacts remained uncertain and were changing rapidly.

For the period ended January 2021, the Council has spent \$170,000 on its response to the COVID-19 pandemic. This covers additional cleaning services across all Council facilities and the purchase of materials to ensure that appropriate physical distancing and other protective measures are in place to assure both staff and users of Council Services.

Given the restrictions in place at the time, the Adopted Budget made allowances that a number of services, programs and activities would not be in a position to commence until the second half of the financial year. The Government's response to the pandemic management allowed the Council to recommence these services earlier than anticipated. The Mid-Year Budget Update reviewed these impacts and made adjustments as required.

CONSULTATION

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

DISCUSSION

For the period ended January 2021, the Council's Operating Surplus is \$1,470,000 against a budgeted Operating Surplus of \$894,000, resulting in a favourable variance of \$575,000.

As part of the Mid-Year Budget Update an adjustment of \$187,250 was made for staff positions which were unfilled at the beginning of the financial year and remained unfilled as at the end of December 2020. After this adjustment, Employee Expenses are \$165,000 favourable to budget as at the end of January 2021. The primary driver behind this variance, is due to the reduction in hours worked compared to the Budget by temporary contractor staff at the Depot which has resulted in a \$90,000 favourable variance. It is planned to utilise this favourable variance in undertaking some project works later in the second half of this year.

Whilst there are favourable variances in Contracted Expenses (\$141,000) and Sundry Expenses (\$133,000) there are no individually significant variances, rather a number of smaller timing variances to budget expectations which are expected to resolve in the coming months. These variances include items such as turf renovations, planned building maintenance services and tree pruning services.

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

OPTIONS

Nil

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

That the January 2021 Monthly Financial Report be received and noted.

Cr Moore left the meeting at 8.31pm.

Cr Minney moved:

That the January 2021 Monthly Financial Report be received and noted.

Seconded by Cr Stock and carried.

11.4 2020-2021 MID-YEAR BUDGET REVIEW

REPORT AUTHOR: Financial Services Manager
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: fA10000/A118842
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to provide the Council with a summary of the forecast Budget position for the year ended 30 June 2021, following the Mid-Year Budget Review. The forecast is based on the year-to-date December 2020 results.

BACKGROUND

Pursuant to Section 123 (13) of the *Local Government Act 1999*, the Council must, as required by the Regulations reconsider its Annual Business Plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

The Budget Reporting Framework set out in Regulation 9 of the *Local Government (Financial Management) Regulations 2011* ("the Regulations") comprises two (2) types of reports, namely:

1. The Budget Update; and
2. The Mid-Year Budget Review.

Budget Update

The Budget Update Report sets out the revised forecast of the Council's Operating and Capital investment activities compared with the estimates for those activities set out in the Adopted Budget. The Budget Update is required to be presented in a manner consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

The Budget Update Report must be considered by the Council at least twice per year between 30 September and 31 May (both dates inclusive) in the relevant financial year, with at least one (1) Budget Update Report being considered by the Council prior to consideration of the Mid-Year Budget Review Report.

The Regulations requires a Budget Update Report to include a revised forecast of the Council's operating and capital investment activities compared with estimates set out in the Adopted Budget, however it is recommended by the Local Government Association that the Budget Update Report should also include at a summary level:

- the year to date result;
- any variances sought to the Adopted Budget or the most recent Revised Budget for the financial year; and
- a revised end of year forecast for the financial year.

Mid-Year Review

The Mid-Year Budget Review must be considered by the Council between 30 November and 15 March (inclusive) in the relevant financial year. The Mid-Year Budget Review Report sets out a revised forecast of each item shown in its Budgeted Financial Statements compared with estimates set out in the Adopted Budget presented in a manner consistent with the Model Financial Statements. The Mid-Year Budget Review Report must also include revised forecasts for the relevant financial year of the Council's Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Sustainability Ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled *Financial Indicators*.

The Mid-Year Budget Review is a comprehensive review of the Council's Budget and includes the four principal financial statements, as required by the Model Financial Statement, detailing:

- the year to date result;
- any variances sought to the Adopted Budget; and
- a revised full year forecast of each item in the budgeted financial statements compared with estimates set out in the Adopted budget.

The Mid-Year Budget Review Report should also include information detailing the revised forecasts of financial indicators compared with targets established in the Adopted Budget and a summary report of operating and capital activities consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council's Long Term Strategic directions are set out in *City Plan 2030 – Shaping our Future*. The Council's *Long Term Financial Plan (LTFP)*, is a key document in the Councils Planning Framework. It is the primary financial management tool which links the Council's Strategic Plan, *City Plan 2030 – Shaping our Future*, Whole-of-Life Assets Management Plans, the Annual Business Plan and Budget.

The *2020-2021 Annual Business Plan* and Budget, sets out the proposed services, programs and initiatives for the 2020-2021 Financial Year and explains how the Council intends to finance its continuing services, programs and initiatives which are to be undertaken during the financial year. The 2020-2021 Adopted Budget estimated an Operating Deficit of \$798,455. The Operating Deficit was increased as part of the First Quarter Budget Review to \$924,210.

FINANCIAL AND BUDGET IMPLICATIONS

The Mid-Year Budget Review, provides the opportunity to reflect any changes in projections based on the actual year-to-date results to December 2020 and forecast the 2020-2021 Operating result.

Details of material movements in the forecast from the Adopted Budget are contained in the Discussion section of this Report.

EXTERNAL ECONOMIC IMPLICATIONS

This report provides information on the planned financial performance of the Council for the year ended 30 June 2021 and has no direct external economic impacts.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

There are no risk management issues arising from this issue. All documents have been prepared in accordance with the statutory requirements.

CONSULTATION

- **Elected Members**

The Council considered the First Budget Update at its meeting held on 7 December 2020.

- **Community**

Not Applicable.

- **Staff**

Responsible Officers and General Managers.

- **Other Agencies**

Not Applicable.

DISCUSSION

Budget Review

In determining the Adopted Operating Surplus, the Council considers the financial resources which are required to provide the ongoing services, programs and facilities (Recurrent Operating Budget), which encompass the basic responsibilities, which the Council is required to provide under the *Local Government Act* and other relevant legislation, plus ongoing services and programs as a result of community needs and expectations.

Such on-going services include regulatory services, such as animal management and parking management, street cleaning and rubbish collection, maintenance of basic infrastructure including roads, footpaths, parks, public open space, street lighting and storm-water drainage, development planning and control, library and learning services, community support programs, environmental programs, community events, community recreational facilities and home assistance service.

In addition, the Council considers the funding requirements associated with the introduction of new services or the enhancement to existing services (Operating Projects).

The 2020-2021 Adopted Operating Budget, projected an Operating Deficit of \$798,455. At the Council meeting held on 7 December 2020, the Council considered and endorsed the First Budget Update, which reported a forecast Operating Deficit of \$924,210.

Following the Mid-Year Budget Review, as presented in this report, the Operating Deficit is forecast to be \$651,547.

The material movements in the components that make up the Operating Surplus following the Mid-Year Budget Review are detailed below.

A. Recurrent Operating Budget

For 2020-2021, the Recurrent Operating Budget forecast a Recurrent Operating Surplus of \$435,651, which was reduced to \$386,438 following the First Budget Update.

As a result of the Mid-Year Budget Review, the Recurrent Operating Surplus is forecast to be \$501,909, an increase of \$133,463 on the Adopted First Budget Update. The major reasons for the movement in Operating Surplus are detailed in Table 1.

TABLE 1: MAJOR VARIANCES IN RECURRENT OPERATING BUDGET - MID-YEAR BUDGET REVIEW

	Favourable/ (Unfavourable) \$
The employee expenses budget has been reduced to reflect the cost which has not been incurred on budgeted positions that remained unfilled at the end of the first half of the year. The positions include Community Arts Officer, Manager, City Projects and IT System Administrator.	187,257
The Council received a bonus payment from Local Government Finance Authority. The bonus payment is reflective of the value of deposits and loans the Council held with the Authority.	46,145
Due to COVID-19, the Council's major events for the first half year were cancelled. Both Events Coordinators were seconded to vacant positions in the Customer Service Unit in lieu of engaging contract staff to back fill vacancies in the Customer Service Unit.	22,700
Additional Waste Bin Permits issued for the 2020-2021 Financial Year were higher than anticipated in the Adopted Budget.	13,000
Due to COVID-19 protocols, the St Peters Child Care Centre & Preschool required staff who were unwell to not present to work. Due to licensing requirements, temporary staff were engaged to ensure that Staff to Child ratios were maintained.	(30,000)

When the 2020-2021 Budget was prepared, the on-going health, social and economic impacts of the COVID-19 were uncertain and, as such, it was assumed that a number of services, programs and activities would not be in a position to recommence until the second half of the financial year. Given the management of the pandemic, the Council was in the position to recommence services earlier than anticipated. The COVID-19 impacts, built into the Adopted Budget that didn't come to fruition have been adjusted as part of the Mid-Year Budget Review and are detailed in Table 2.

TABLE 2: COVID-19 REPOSE

	Favourable/ (Unfavourable) \$
In preparing the 2020-2021 Adopted Budget, it was anticipated that there would be a delay in the collection of rate payments, impacting the Council's cashflow, as such the Adopted Budget provided for additional interest from short term financing. The collection of Rates has not been adversely impacted by the pandemic and, as such the short term borrowings have not been required.	50,000
The Norwood Concert Hall was anticipated to be prevented from opening due to physical distancing restrictions put in place to address the health impact of COVID-19 for the first six months of the 2020-2021 Financial Year. With the easing of restrictions, events have been able to be held. As such, the Norwood Concert Hall revenue and expenditures are increased by \$49,698 and \$80,619 respectively.	(30,921)
The Swimming Season commenced in October as per normal. As such, user charges were increased by \$194,044 and operational expenses were increased by \$339,918 to reflect the earlier than anticipated Season opening.	(145,874)

B. Operating Projects

The Adopted Budget includes an estimate of operating project expenditure for the year under review and:

- previously approved and carried forward projects from the prior budget years; less
- an allowance for current year approved projects projected to be carried forward to subsequent budget years.

Carried Forward estimates (from prior financial years) are reviewed upon finalisation of the Annual Financial Statements. Additional expenditure required for non-completed Operating Projects at the end of the Financial Year, is incorporated in the Budget as part of First Budget Update.

Taking into account the carried forward Operating Project expenditure and new projects which have been endorsed by the Council, the 2020-2021 Adopted Operating Projects Budget forecast a cost to the Council of \$1.597 million.

Carried Forward Operating Project expenditure was estimated as part of the Adopted Budget to be \$338,000. Following the First Budget Update, the value of carried forward expenditure is \$604,000. The increase in the Carried Forward Budget, is due to projects not progressing as anticipated or the commencement of some projects being deferred.

The First Budget Update forecast the cost of Operating Projects to be \$1.816 million, the Mid-Year Budget Update is estimating a slight decrease in this figure to \$1.737 million. The major reasons for the movement in Operating Projects are detailed in Table 3.

TABLE 3: MAJOR VARIANCES IN OPERATING BUDGET - MID-YEAR BUDGET REVIEW

	Favourable/ (Unfavourable) \$
Due to COVID-19, the 2021 Santos Tour Down Under was cancelled. At its meeting held on 7 December 2020, the Council endorsed two (2) bicycle themed activities, with a budget of \$20,000. The first event, "Wheel Park" was held in January 2021 at Felixstow Reserve. The second bicycle themed activity will be held in April 2021.	85,000
The Council's budgeted contribution for the Resilient East Coordinator is no longer required as the City of Burnside, who is the auspice Council for the Resilient East Program, received grant funding of \$52,000 from State Government to fund this position.	\$10,000
The Council engaged an external consultant to undertake graphic design of the Business & Economic Development Strategy due to other priorities within the Council Communication Unit.	(15,800)
The Council received grant funding from Green Adelaide for tree planting in Kent Town, associated with the works currently being undertaken on the Parade West and College Road (adjacent to the Kent Town Hotel).	60,000

A review of status of the Operating Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2021.

Eight (8) out of total forty-one (41) operating projects have been completed by December 2020.

Details of Operating Projects is contained in **Attachment A**.

C. Capital Projects

The Council adopted a Capital Budget of \$19.936 million for 2020-2021, which comprised funding allocations for New Capital Projects involving new or the upgrading of existing assets (\$4.127 million), the renewal/replacement of existing assets (\$10.146 million) and Carried Forward Projects from 2019-2020 (\$5.457million).

The First Budget Update forecast the cost of Capital Projects to be \$22.225 million. The increase is predominately due to a number of projects which were initially anticipated to be completed by 30 June 2020 being delayed or still being in progress as at 30 June 2020. Following the Mid-Year Budget Review, the Capital Project expenditure is forecast to increase by \$562,711 to \$22.787 million. The budget variations identified in the Mid-Year Review are detailed in Table 4 below:

TABLE 4: MAJOR VARIANCES IN CAPITAL PROJECT BUDGET - MID-YEAR BUDGET REVIEW

Capital Project	Increase/ (Decrease) \$
The additional budget is requested to relocate two (2) bus stops on Sixth Avenue to enable wheelchair access in order to comply with <i>Disability Discrimination Act</i> requirement.	6,000
As part of the Willow Bend Park Upgrade project, it was identified that the power infrastructure was located under a private property fence. Funds are requested to relocate the power supply to a more accessible location.	21,000
The budget for the first year maintenance for River Torrens Linear Park Path Upgrade Project was not carried forward from the 2019-2020 Financial Year, in the First Budget Update.	35,000
The Council has been successful with grants application from Green Adelaide for the St Peters Street Upgrade Project and Burchell Reserve Upgrade Project. The grant funding was sought to offset the cost of drainage works, which have been added to the scope of the upgrade projects. As the receipt of grant funding offsets the cost of the increased scope of works, there is no net increase in the cost to the Council.	100,000
The additional funds are requested as part of the Payneham Oval Tennis Courts Reconstruction Project for the removal and disposal of ballast rock within the subgrade surface. The presence of the ballast rock was unknown prior to the works commencing.	180,000
As its Meeting held on 7 December 2020, the Council awarded the tender to undertake the construction work for streetscape upgrade on The Parade West, Rundle Street and College Road, Kent Town. The Tender was based on an extended scope of works to include College Road, Kent Town associated with the Kent Town Hotel and the implementation of structural soil system associated with tree planting. The cost of the increased scope of works is offset by a \$50,000 contribution by the Kent Town Hotel.	220,711

It is not expected that the increase in capital expenditure for the 2020-2021 Financial Year will result in any additional borrowings being required. However this will be monitored during the second half of the year.

A review of status of the Capital Projects will be undertaken as part of the Third Budget Update, which will be considered by the Council at the Council Meeting scheduled for May 2020.

By December 2020, eight (8) out of total fifty-five (55) Capital Projects are completed.

Details of Capital Projects is contained in **Attachment B**.

Regulation 9 (1) (b) of the Regulations states the Council must consider:

“between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.”

Further Regulation 9 (2) of the Regulations states the Council must consider:

“revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.”

The revised Budgeted Financial Statements and Financial Indicators as a result of the Mid-Year Budget Update are included in **Attachment C**.

OPTIONS

The Council has the following options in respect to this issue:

1. Adopt the Mid-Year Budget Review as recommended; or
2. Amend the Mid-Year Budget Review as it sees fit.

The Mid-Year Budget Review is forecasting an Operating Surplus that is in line with the adopted budget. In addition, the proposed amendments to the Operating and Capital projects budgets are consistent with decision made by the Council since the adoption of the 2020-2021 annual budget and the First Budget Update.

Therefore Option 1 is recommended.

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

1. That the Mid-Year Budget Update Report be received and noted.
 2. That project progress reports contained in Attachments A and B, be received and noted.
 3. That Pursuant to Regulation 9 (1) and (2) of the Local Government (Financial Management) Regulations 2011, Budgeted Financial Statements and Financial Indicators as contained within Attachment C, be adopted.
-

Cr Moore returned to the meeting at 8.33pm.

Cr Duke moved:

1. *That the Mid-Year Budget Update Report be received and noted.*
2. *That project progress reports contained in Attachments A and B, be received and noted.*
3. *That Pursuant to Regulation 9 (1) and (2) of the Local Government (Financial Management) Regulations 2011, Budgeted Financial Statements and Financial Indicators as contained within Attachment C, be adopted.*

Seconded by Cr Stock and carried unanimously.

11.5 2021-2022 FEES AND CHARGES

REPORT AUTHOR: Financial Services Manger
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 83664585
FILE REFERENCE: qA67879
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with the *Draft 2021-2022 Fees and Charges Schedule*, which, following its adoption “in principle”, will be used as a basis for calculating the revenue components for the draft 2021-2022 Annual Budget.

BACKGROUND

Section 188 of the *Local Government Act 1999* (the Act), states the following in respect to fees and charges:

- (1) *A council may impose fees and charges—*
- (a) *for the use of any property or facility owned, controlled, managed or maintained by the council;*
 - (b) *for services supplied to a person at his or her request;*
 - (c) *for carrying out work at a person's request;*
 - (d) *for providing information or materials, or copies of, or extracts from, council records;*
 - (e) *in respect of any application to the council;*
 - (f) *in respect of any authorisation, licence or permit granted by the council;*
 - (g) *in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable;*
 - (h) *in relation to any other prescribed matter.*

The majority of fees and charges which are administered by the Council, are levied under various legislation (ie statutory charges), such as the *Development Act 1993*, the *Dog and Cat Management Act 1995* and the *Local Government Act 1999*. Other fees and charges arise from various policies which have been adopted by the Council. For example, the *Outdoor Dining Policy* and *On-Street Parking Permit Policy*, are based on a user pays principle with respect to the provision of those particular services.

Pursuant to Section 188(6) of the Act, the Council must keep a list of the fees and charges on public display at the Principal Office of the Council. The Council publishes the schedule of fees and charges on the Council's website.

As part of the annual budget preparation process, a review is undertaken of the fees and charges which are levied by the Council for the use of facilities and the provision of services. Any increases (or decrease) in fees and charges which are set by legislation are determined by the State Government and will be incorporated upon gazetting.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

In line with the Council's *Fees & Charges Policy*, the Council adopts a *Fees and Charges Schedule* on an annual basis and they are separated into Statutory and User Charges. Where the Council's Fees and Charges are not of a statutory nature (i.e. discretionary fees), the Council applies the principle of “user pays” where possible, in order to recover the full cost of operating or providing the service or goods to ensure that there is reasonable level of “user pays”, which in turn reduces the charge on ratepayers for the cost of providing these facilities and services. Where it can be demonstrated that citizens are unable to meet the full cost, concessions may apply.

The Outcomes and Objectives of *City Plan 2030: Shaping our Future* do not specifically address fees and charges, however the general principles of Community Well-Being are taken into account in setting the discretionary fees and charges.

FINANCIAL IMPLICATIONS

Where the Council has the power to set the fees and charges (discretionary fees and charges), as endorsed by the Council at its meeting held on 18 January 2021, it is adopted that discretionary fees and charges are increased by 1.75% at a minimum, or at market value.

Generally, the recommended increases are in line with the Budget Parameters. In the cases where the minimum increase has not been met, the reasons for the lower increase are:

- rounding, for ease of cash handling;
- the fee in question is rarely charged but required to be set pursuant to the *Local Government Act 1999*;
- the proposed increase would result in a minor increase. In these instances, the fee is increased on a cyclical basis of every three (3) to five (5) years; and
- determination that the market could not bear an increase.

EXTERNAL ECONOMIC IMPLICATIONS

This report provides information on the fees and charges of the Council for the year ended 30 June 2021 and are not expected to have any significant external economic impact.

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

Nil

CONSULTATION

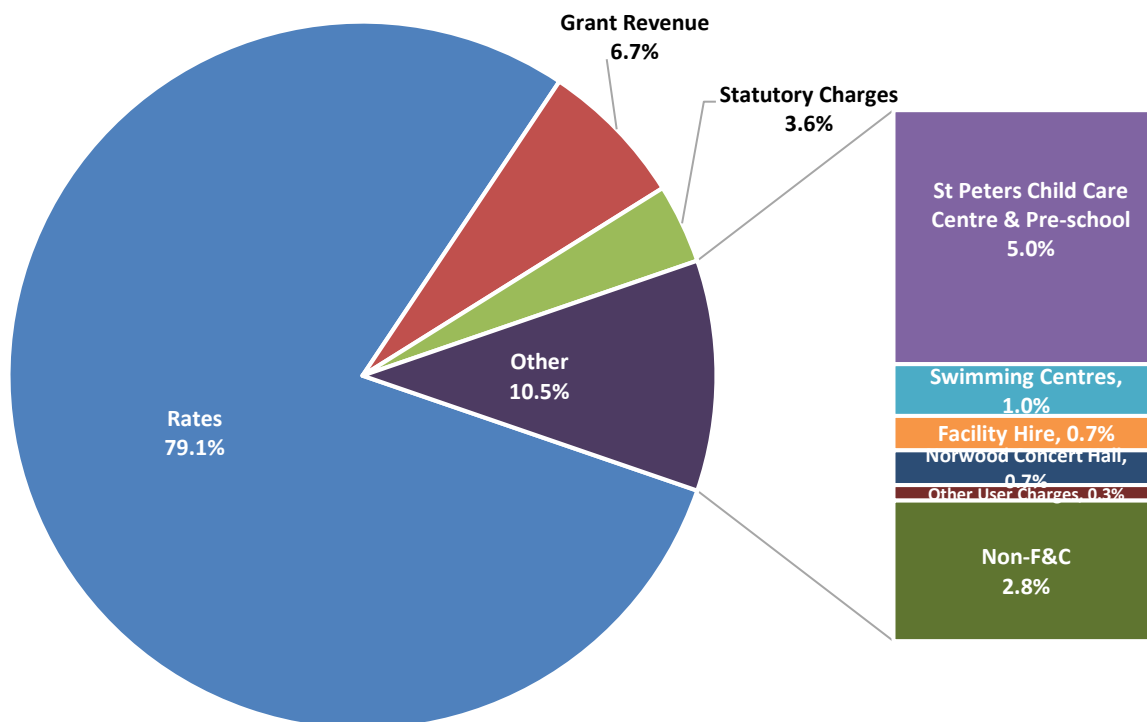
- **Elected Members**
The Council set the parameters for the Fees and Charges Schedule at its meeting held on 18 January 2021
- **Community**
Not Applicable.
- **Staff**
Responsible Officers and General Managers
- **Other Agencies**
Not Applicable.

DISCUSSION

In general, user fees and charges are reviewed taking into consideration the anticipated inflation rate and the cost which is incurred by the Council to provide the service or the facility, market rates for similar services and ease of cash handling, through rounding of any proposed increases or deferring increases. At its meeting held on 20 January 2021, the Council adopted the general guideline that user fees and charges be increased by 1.75% at a minimum, or at market value. The proposed general increase of 1.75% was determined with reference to the anticipated combined impact of the inflation rate associated with goods and services and salaries and wages increase for the 2021-2022 Financial Year.

Fees and Charges incorporate statutory charges which are set by legislation or by Policies which are adopted by the Council and discretionary user fees and charges which are based on user pay principles. As detailed in Figure 1 below, for the 2020-2021 financial year, discretionary user charges represent 11% of total revenue, with the major portion of this revenue from the fees and charges set by the Council. User Fee income is mostly derived from user fees charged by the St Peters Child Care Centre & Pre-school. Given that income from the Council's Business Service units (i.e. St Peters Child Care Centre & Pre-school, Norwood Concert Hall and the Swimming Centres) represents 6.8% of the total, any increase or decrease in User Charges from other services or programs, will not have a significant impact on the Council's income from user fees and charges.

FIGURE 1 – USER CHARGES AS A PERCENTAGE OF REVENUE



As stated earlier, for the most part, the recommended increases are in line with the Budget Parameters which were endorsed by the Council at its meeting held on 18 January 2021. The proposed changes which are not in line with the budget parameter of 1.75% (excluding rounding) and the reasons for not applying the budget parameter are detailed below.

Mobile Food Vendor Permit – Private Event on Council Land

When this fee was introduced in 2018-2019 the fee was set at \$50.00. The proposed increase to \$55.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied previously.

Council Event Stall Holder Fee

The proposed increase from \$50.00 to \$55.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied previously.

Animal Management

It is proposed to increase the Late Payment Fee on Dog Registration from \$10.00 to \$15.00. This increase in cost is to cover the increased administrative cost to ensure that all known dogs are registered on the Dog and Cat Online portal.

Payneham Community Centre

- Main Hall Hire Hourly rate – Local Community group
The proposed increase from \$6.50 to \$7.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.
- Room Hire Hourly rate – Local Community group
The proposed increase from \$4.50 to \$5.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.
- Room Hire Private Celebration Hourly rate – Commercial Hire
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Meeting Room Hire Hourly rate – Commercial Hire
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

Payneham Library Complex

- Torrens & Trinity Rooms Private Celebration Hourly rate – Not for Profit Group
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

St Peters Youth Centre

- Private Celebration Hourly rate – Not for Profit Group
The proposed increase from \$15.00 to \$16.00 is equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2017-2018.

Don Pyatt Hall

Following the recent renovation to the Don Pyatt Hall the fees for hire of the facility were reviewed taking into account the works undertaken and fees have been adjusted accordingly. The following fees have been adjusted above 1.75%:

- Daily Hire – Community Organisation from \$65.00 to \$70.00. This increase is also the equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Hourly Hire – Community Organisation from \$15.00 to \$16.00. This increase is also the equivalent to the cumulative impact of the prior year's indexation factors which had not been applied since 2018-2019.
- Daily Hire – Commercial Organisation from \$340.00 to \$360.00.
- Hourly Hire – Commercial Organisation from \$90.00 to \$95.00

Norwood Concert Hall

Front of House charges have increased in line with increase in hourly staff charges. This requires an increase in the charge passed on to hirers from \$56.00 to \$60.00 per hour.

Council Document Retrieval

It is proposed to consolidate the Normal and Urgent Archived Retrieval Fees into a single charge. The time taken to retrieve documents from the Councils offsite storage facility is approximately 2-3 days making the 24 hour fee unachievable. Additionally, the current fee structure is not reflective of the cost which the Council incurs to retrieve records. As such, it is proposed to increase the fee from \$12.5 to \$35.00 which better reflects the costs involved. It should be noted that this fee is utilised approximately 50-100 times in a year.

New Fees

With Council migrating to the SA Planning Portal, new fees are applicable. Pursuant to Section 107(3)(a)(ii) of the *Planning Development and Infrastructure Act 2016*, it is proposed to add a new fee of \$200 for the Council to place a public notice on land. Also an additional \$80 is added for hard copy lodgement (i.e. over the counter) rather than electronic lodgement of applications and hard copy documents will need to be secured by Council staff.

A copy of the proposed 2021-2022 Fees and Charges including comparative data are contained in **Attachment A**.

OPTIONS

The Council has the option of adopting “in principle” the proposed fees and charges as contained in Attachment A or make amendments to the proposed fees as the Council sees fit.

CONCLUSION

The recommended Fees and Charges for 2021-2022 have been set at an appropriate level for users and consumers and are not expected to ‘price’ the hire of facilities/cost of services out of the market and beyond the reach of citizens.

COMMENTS

This report does not cover statutory fees that are charged under legislation as the Council cannot vary these fees and charges.

In relation to Statutory Fees and Charges, the actual fee increases imposed under Acts will remain unknown until the State Government has set its 2021-2022 Budget which is expected to be in May 2020.

RECOMMENDATION

That the *Draft Schedule of Fees and Charges* for the 2021-2022 Financial Year set out in Attachment A be adopted “in principle”.

Cr Duke moved:

That the Draft Schedule of Fees and Charges for the 2021-2022 Financial Year (as amended), set out in Attachment A be adopted “in principle”.

Seconded by Cr Minney and carried unanimously.

11.6 YOUTH EVENTS – REQUEST FOR SPONSORSHIP

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA59716
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to advise the Council of a request which has been received from the organisers of *Science Alive!* and *Adelaide Youth Orchestra*, seeking the Council's support for their events which are scheduled to be held in 2021.

BACKGROUND

The organisers of *Science Alive!* and *Adelaide Youth Orchestra*, have approached the Council requesting sponsorship and support of their events which are scheduled to be held in the Norwood Concert Hall and Don Pyatt Hall in 2021.

Science Alive! is proposed to be held for the first time in the City of Norwood Payneham & St Peters in the July 2021 school holidays. Mr Haddy, the organiser, has managed science events and activities around Australia, is passionate about sustainability and has been the Event Director of *Science Alive!* since the inaugural event in 2006.

Celebrating their 20th year in 2021, *Adelaide Youth Orchestra* provides orchestra music experiences for children and young people, including career pathways for emerging artists. Each year, up to 300 young musicians aged 8 to 24 years, perform in five (5) orchestras. The Orchestra has a particular focus on young people performing for young people, in addition to affordable ticket pricing that enables families, music lovers, and audiences across a broad demographic, to enjoy their concerts, performances, and experiences.

The organisers have approached the Council requesting that the Council provide sponsorship of the Event and the Orchestra, by waiving the hire fee of the Norwood Concert Hall for their 2021 events.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant objectives contained in CityPlan 2030 are:

Outcome 2: Cultural Vitality

1. *An artistic, creative, cultural and visually interesting community*
 - 1.1 *Use the arts to enliven the public realm and create a 'sense of place'.*
 - 1.2 *Provide opportunities and facilities for creative expression for people of all backgrounds, ages and abilities.*
 - 1.3 *Attract and support cultural and creative organisations, businesses and individuals.*

The relevant objectives contained in Youth Development Strategy 2019-2022 are:

Objective 1. Young people are connected, included and welcome in the life of the community
Strategy: Continue to offer arts and culture focused programs and events

In addition to the objectives the Council's Youth Development Strategy focuses on four (4) key areas which includes Arts and Culture.

FINANCIAL AND BUDGET IMPLICATIONS

The costs to hire the Norwood Concert Hall for each event would be \$2,430.00 per day, with the hire of the Don Pyatt Hall at \$150 per day.

Whilst the organisers have requested that the hire fees be waived, they would be required to meet the following costs:

- \$60 per hour for labour (Fire Warden/COVID Marshall/First Aid/Supervisor/Room Set up);
- \$70 per hour for technician/electrician; and
- \$150 per day for cleaning.

The *Science Alive!* organisers charge an admission fee for children (adults are free to enter). This fee covers the associated costs of the activations and equipment required for the children to participate in the science activities during the event.

The *Adelaide Youth Orchestra* will charge an admission fee of \$20 for adults; \$15 for concession; and \$10 for children or students. This fee assists with the costs related to tuition, music and equipment required for each performance.

As a result of the restrictions associated with COVID-19 regarding venue capacities, the income from ticket sales will be significantly reduced. At this stage, the Norwood Concert Hall's capacity is 272 and the Don Pyatt Hall is 72, on the basis of the 1 person per 2 square metre restrictions.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

The Council is committed to providing opportunities for young people to contribute to the arts and participate in events which expose young people to new skills. *Science Alive!* provides a fun connection to the world of Science and Technology and children from 5 years to 16 years old.

Adelaide Youth Orchestra provides performance opportunities for young people as well as career opportunities for emerging artists.

Support for the event will demonstrate the Council's commitment to the strategies and objectives set out in the Council's *Youth Development Strategy*.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Should the Council determine to support the events, the Norwood Concert Hall Venue Manager, the Council's Event Coordinators, Youth Development Officer and Communications Officer will assist with event logistics and promotional activities.

RISK MANAGEMENT

The Event Organisers will be required to provide a Risk Management Plan (which in any case is standard practice and is provided for all Council events) and the appropriate insurance arrangements.

All events must now include the development of either a COVID Safe Plan or a COVID Management Plan to ensure that the relevant legislative and State Government restrictions are being met. These Plans will vary for each event, depending on the type of event and the potential risks for each event.

Currently, in accordance with SA Health requirements, a COVID Management Plan must be prepared and approved by SA Health for any activity/event of more than 1,000 people (reasonably expected to be present at the event or participating in the activity).

At events, participating activities and venues that have less than 1,000 attendees, a COVID Safe Plan is required.

The intent of the COVID Safe Plan is to ensure that the organisers consider and implement all relevant health and safety, and COVID-19 Safe measures for each event which includes the following:

- clearly defined site boundaries to determine the maximum number of event attendees;
- putting in place physical distancing measures;
- provisions for contact tracing;
- provision of adequate cleaning and hygiene facilities; and
- reporting requirements.

In terms of the COVID Safe Plan, “public entertainment” is defined as:

- any concert, live theatre or other live performance; or
- galleries, museums, libraries (other than libraries in educational institutions); or
- publicly accessible historic sites; and
- other places of entertainment that are open to members of the public.

Both the Norwood Concert Hall and Don Pyatt Hall have COVID Safe Plans with the defined activity as a ‘theatre’, which means the *Adelaide Youth Orchestra* will be able to operate their event using this COVID Safe Plan and QR Code check-in.

However, the *Science Alive!* organisers will need to contact SA Health to seek assistance in terms of their event, as their event is managed and operated differently to a theatre performance. This event may require the *Science Alive!* organisers to issue their own COVID Safe Plan and QR Code check-in for the Norwood Concert Hall.

COVID-19 IMPLICATIONS

Since August 2020, COVID Marshalls are required to be present and follow prescribed operations, such as:

- promoting and taking practical steps to ensure people are complying with density requirements (ie 1 person per 2m²),
- promoting and taking practical steps to ensure people are physical distancing;
- ensuring that all COVID Safe Plans and COVID Management Plans (where relevant) or specific policies/protocols in relation to the prevention of COVID-19 are effectively implemented and monitored;
- ensuring that the event has sufficient seating, hand washing facilities and cleaning regimes; and
- being in attendance to supervise the prescribed operations at all times.

As both of these events expect an audience of 200 people, a “**dedicated**” COVID Marshal must be in attendance. The “dedicated” COVID Marshall must be present on site at all times and must exclusively perform the role of COVID Marshal during the activity/event.

CONSULTATION

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

DISCUSSION

Science Alive!

The *Science Alive!* organisers are proposing to run the Event from 14 July –15 July 2021 in the Norwood Concert Hall and Don Pyatt Hall.

A range of activities will be provided to children including:

- engaging with an electric circuit activity;
- challenging themselves at a range of hands-on exhibits from Questacon;
- interacting with a native animal or bugs n slugs display;
- attending a robotics workshop;
- viewing the night sky in an inflatable planetarium;
- having a Virtual Reality experience;
- making a creation at the 'science craft' table;
- learning more about dinosaurs; and
- attending '*Spectacular Science*' shows.

The organiser of *Science Alive!* is asking the Council to provide assistance by waiving the hire fee associated with the use the Norwood Concert Hall and assisting with the promotion of the Event.

Adelaide Youth Orchestra

The *Adelaide Youth Orchestra* are proposing to conduct their event on 6 June 2021, in the Norwood Concert Hall. The event will feature four (4) of their five (5) youth orchestras on the day.

In their 20th year of operation the Orchestra is looking to explore opportunities to perform in different locations and are hoping to bring their event to the City.

The Orchestra will perform with four (4) of their five (5) orchestras including:

- Adelaide Youth Sinfonia – 75 musicians, ages 11 – 18;
- Adelaide Youth Wind Orchestra – 55 musicians, ages 12 – 21;
- Adelaide Youth Strings – 55 musicians, ages 8 – 12; and
- Adelaide Youth Winds – 35 musicians, ages 8 – 12.

The *Adelaide Youth Orchestra* is made up of approximately 300 young people with approximately 45 living in the City of Norwood Payneham & St Peters.

OPTIONS

The Council can choose to:

- support both the *2021 Science Alive!* and the *Adelaide Youth Orchestra* events; or
- not to support the events.

On the basis that these events align with the Council's *Youth Development Strategy*, are specifically for young people and will provide a unique opportunity for young people within the City of Norwood Payneham & St Peters to develop skills and knowledge in the areas of science, technology and music, it is recommended that the Council supports these events which are proposed to be held in the City of Norwood Payneham & St Peters for the first time in 2021.

Waiving the fees for the use of the Norwood Concert Hall will provide the assistance that these organisations need as part of the post COVID recovery process and therefore will provide a significant benefit to the organisers to ensure that these events can proceed.

Notwithstanding this, the waiving of the fees the use of the Norwood Concert Hall will be waived for the 2021 events only.

CONCLUSION

From a community perspective, both the *Science Alive!* and the *Adelaide Youth Orchestra* events will provide an opportunity for young people to attend and participate in these new events to the City of Norwood Payneham & St Peters.

From a youth development perspective, the Council's *Youth Development Strategy* sets out that the Council has committed to offering *arts and culture focused programs and events* for young people. In this regard, both the *Science Alive!* and the *Adelaide Youth Orchestra* events align with the Council's *Youth Development Strategy*.

COMMENTS

Nil.

RECOMMENDATION

That the Council agrees to waive the venue hire fees (not including the costs associated with cleaning, technician and labour) associated with the hire of the Norwood Concert Hall and Don Pyatt Hall for the *Science Alive!* and *Adelaide Youth Orchestra* events to be held in 2021.

Cr Moorhouse left the meeting at 8.37pm.

Cr Sims moved:

That the Council agrees to waive the venue hire fees (not including the costs associated with cleaning, technician and labour) associated with the hire of the Norwood Concert Hall and Don Pyatt Hall for the Science Alive! and Adelaide Youth Orchestra events to be held in 2021.

Seconded by Cr Whittington.

Cr Moorhouse returned to the meeting at 8.38pm.

The motion was put and carried unanimously.

Section 3 – Governance & General Reports

11.7 2021 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY & NOTICES OF MOTION

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA2190
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the 2021 Australian Local Government Association (ALGA) National General Assembly.

BACKGROUND

The ALGA holds a National General Assembly (the NGA), each year. The NGA will be held in Canberra from 20-23 June 2021.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for Local Government to develop and express a united position on core issues affecting their communities, with access to influential decision makers (ie Federal Government), at both the political and staff level.

As well as providing planning sessions and workshops, the National General Assembly provides an opportunity for councils to put forward motions for debate.

As such, a significant component of the NGA, comprises of discussion, debate and voting on motions which are submitted by councils from across Australia.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

\$10,000.00 has been set aside for Elected Member training and attendance at conferences and seminars each financial year (\$5,000 for training and \$5,000 for conferences/seminars) as part of the Council's Operating Budget.

At the time of writing this report, a total of \$727 has been spent on Elected Member attendances at conferences and seminars.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- **Elected Members**
Elected Members were previously advised of the date of the ALGA National General Assembly and invitation to submit a Notice of Motion to the ALGA via a Memorandum from the General Manager, Governance & Community Affairs, dated 8 February 2021.
- **Community**
Not Applicable.
- **Staff**
Not Applicable.
- **Other Agencies**
Not Applicable.

DISCUSSION

The theme of the 2021 NGA is *Working Together for our Communities*. This was the theme for the 2020 NGA which was cancelled due to the COVID-19 pandemic. The ALGA Board has however decided to retain this theme for the 2021 NGA to emphasise the importance of partnerships in building and maintaining resilience in Councils and their communities.

In accordance with the Council's *Elected Member Training & Development Policy*, Elected Members wishing to attend an Interstate or International conference and/or seminar are required to complete and submit an Expression of Interest to the General Manager, Governance & Community Affairs.

Cr Minney has lodged an Expression of Interest to attend the 2021 NGA.

A copy of Cr Minney's Expression of Interest is contained within **Attachment A**.

Notices of Motion

As stated above, the NGA also provides an opportunity for the NGA to consider matters of national significance via Notices of Motion which are submitted by councils across the country. The ALGA has advised that Notices of Motion must be submitted to the ALGA by 26 March 2021.

Once again, the ALGA has advised that all motions which are submitted for consideration at the NGA, will undergo strict assessment against the criteria of national significance. This is to ensure that councils do not submit motions which deal with specific local issues, have no relevance to other councils or are not of national importance. All motions that do not meet the criteria will be forwarded to the relevant State association for consideration.

A Discussion Paper which provides background information on the themes has been prepared by the ALGA to assist councils.

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

The issues presented in the Discussion Paper are designed to stimulate ideas that may form the basis of Notices of Motions to be considered at the NGA.

To be eligible for inclusion in the National General Assembly Business Papers motions must:

1. fall under one of the themes of the NGA;
2. be relevant to the work of local government nationally;
3. propose a clear action and outcome; and
4. complement or build on the policy objectives of state or territory association.

Motions which are submitted will be reviewed against these principles by the General Assembly Review Committee and State/Territory associations, as to their eligibility for inclusion in the General Assembly Business Papers.

A Memorandum dated 8 February 2021, was forwarded to all Elected Members inviting them to contact the General Manager, Governance & Community Affairs, if they wished to submit a Notice of Motion to the Assembly to enable the matter to be investigated and, if required, a report to be prepared for the Council's consideration of the matter.

At the time of writing this report, the General Manager, Governance & Community Affairs had not been contacted by any Elected Member wishing to submit a Notice of Motion.

OPTIONS

The Council can choose to submit a Notice of Motion to the Australian Local Government Association for consideration at the 2021 National General Assembly or decline the invitation to submit a Notice of Motion.

CONCLUSION

Notices of Motion must be submitted to the Australian Local Government Association by 26 March 2021, if the Motions are to be considered at the National General Assembly.

COMMENTS

Nil.

RECOMMENDATION

That Cr John Minney's request to attend the 2021 Australian Local Government Association (ALGA) National General Assembly in Canberra from 20-23 June 2021, be approved.

Cr Minney declared a conflict of interest in this matter, as he has lodged an Expression of Interest to attend the 2021 ALGA National General Assembly and left the meeting at 8.40pm.

Cr Stock moved:

That Cr John Minney's request to attend the 2021 Australian Local Government Association (ALGA) National General Assembly in Canberra from 20-23 June 2021, be approved.

Seconded by Cr Duke and carried unanimously.

Cr Minney returned to the meeting at 8.42pm.

11.8 LOCAL GOVERNMENT ASSOCIATION (LGA) 2021 ORDINARY GENERAL MEETING – APPOINTMENT OF COUNCIL DELEGATE

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA2219
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of the report is to advise the Council of the Local Government Association of South Australia's (LGA) 2021 Ordinary General Meeting and the requirement, in accordance with the LGA Constitution, to appoint a Council Delegate to represent the Council and vote at the General Meeting.

BACKGROUND

The Local Government Association (LGA) 2021 Ordinary General Meeting, will be held on Friday 30 April 2021, at the Adelaide Entertainment Centre. The agenda will be issued to all Councils in the near future.

Pursuant to the LGA Constitution, councils are required to appoint a Council Delegate to represent the Council and vote at the LGA General Meeting, if the Council wishes to be represented and have voting rights at the Local Government Association 2021 Ordinary General Meeting. The Council may also appoint a Proxy Delegate in the event the Delegate is unable to attend the Ordinary General Meeting.

A Council Officer cannot be a Delegate, however, they can attend the LGA Ordinary General Meeting.

Traditionally, the Mayor has been appointed as the Delegate for the LGA Ordinary General Meeting.

It is considered appropriate that the Council also appoints a Deputy Council Delegate in the event that the appointed Delegate is unable to attend the Ordinary General Meeting.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

RECOMMENDATION

1. That Mayor Robert Bria be appointed as the Council Delegate for the Local Government Association 2021 Ordinary General Meeting.
 2. That Councillor _____ be appointed as the Deputy Council Delegate for the Local Government Association 2021 Ordinary General Meeting.
-

Cr Duke moved:

That Mayor Robert Bria be appointed as the Council Delegate for the Local Government Association 2021 Ordinary General Meeting.

Seconded by Cr Knoblauch and carried.

Cr Minney moved:

That Councillor Sue Whittington be appointed as the Deputy Council Delegate for the Local Government Association 2021 Ordinary General Meeting.

Seconded by Cr Callisto and carried.

11.9 REVIEW OF CONFIDENTIAL ITEMS

REPORT AUTHOR: General Manager, Governance & Community Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA65013
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to present information regarding the review of the Confidential Items to the Council for information.

BACKGROUND

In accordance with the *Local Government Act 1999* (the Act), Council (and Committee) meetings are open to the public and attendance is encouraged and welcomed.

There are, however, times where the Council (or the Committee), believes it is necessary in the broader community interest to exclude the public from the discussion of a particular matter in accordance with Section 90(3) of the Act.

The public will only be excluded when the need for confidentiality outweighs the principle of open decision making.

In addition to the above, the Act requires the Council to specify the duration of the order (ie determine a suitable period for which the item will remain confidential), and either impose a “release” date or event which will trigger the release of the item or a period after which the Council will review the order and determine if in fact the item should remain confidential.

In accordance with the Act, a review of the Council's Confidential Items as at 31 December 2020, has been undertaken. A summary of all Confidential Items is set out in the Register of Confidential Items which details the date of the order, the grounds upon which the order was made and whether or not the document has become public by virtue of the resolution.

A copy of the Register of Confidential Items is contained within **Attachment A**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

DISCUSSION

A review of the Confidential Items as at 31 December 2020 has been undertaken.

The Council's last review of the Confidential Items was conducted in September 2020 for the period ending 30 June 2020. A total of 30 items have considered by the Council in camera since that time and therefore, these items have been included in the Register of Confidential Items.

A number of items (ie 6 items), are no longer confidential by virtue of the Council's original resolution which specified a time and/or an event to trigger the release of the item. The details of these items are contained in Attachment A.

There are no items which require the Council's consideration at this time in terms of whether the Council wishes to release the item or determine that the item should remain confidential, in accordance with the Act, on the basis that the Council has determined that the confidential items as set out in Attachment A are confidential and the Council has determined by virtue of the Council's original resolution either a specified a time and/or an event to trigger the release of the items.

OPTIONS

The annual review in accordance with Section 91(9) of the Act is simply an administrative review. This does not mean that every confidentiality order needs to be remade. The only orders that need to be remade are those where the existing order is due to expire and the documents have been assessed against the relevant ground contained in Section 90(3) and determined to be required to remain confidential.

This report, therefore, is presented to the Council for information purposes only.

CONCLUSION

The review of the Council's confidentiality orders ensures compliance with the legislative requirements as set out in Sections 90 and 91 of the *Local Government Act 1999*.

COMMENTS

Nil.

RECOMMENDATION

That the report be received and noted.

Cr Granozio moved:

That the report be received and noted.

Seconded by Cr Duke and carried.

12. ADOPTION OF COMMITTEE MINUTES

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

PURPOSE OF REPORT

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

- Traffic Management & Road Safety Committee – (16 February 2021)
(A copy of the Minutes of the Traffic Management & Road Safety Committee meeting is contained within **Attachment A**)
- Norwood Parade Precinct Committee – (16 February 2021)
(A copy of the Minutes of the Norwood Parade Precinct Committee meeting is contained within **Attachment B**)
- St Peters Child Care Centre & Pre-School Committee – (22 February 2021)
(A copy of the Minutes of the St Peters Child Care Centre & Pre-School Committee meeting is contained within **Attachment C**)
- Audit Committee – (22 February 2021)
(A copy of the Minutes of the Audit Committee meeting is contained within **Attachment D**)

ADOPTION OF COMMITTEE MINUTES

Cr Callisto left the meeting at 8.46pm.

- **Traffic Management & Road Safety Committee**

Cr Duke moved that the minutes of the meeting of the Traffic Management & Road Safety Committee held on 16 February 2021 be received and noted. Seconded by Cr Dottore and carried unanimously.

Cr Callisto returned to the meeting at 8.48pm.

- **Norwood Parade Precinct Committee**

Dottore moved that the minutes of the meeting of the Norwood Parade Precinct Committee held on 16 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Whittington and carried.

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

Cr Moorhouse moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 22 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Moore and carried.

- **Audit Committee**

Cr Stock moved that the minutes of the meeting of the Audit Committee held on 22 February 2021, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council. Seconded by Cr Minney and carried unanimously.

13. OTHER BUSINESS

Cr Stock left the meeting at 8.50pm.
Cr Sims left the meeting at 8.50pm.
Cr Stock returned to the meeting at 8.52pm.
Cr Sims returned to the meeting at 8.53pm

13.1 Chinese Consulate – 90-92 Fourth Avenue, Joslin

Cr Moore moved:

That Council writes to the Mr James Stevens MP, Federal Member for Sturt, to express the Council's concern that building works, tree removal, use of drones and the installation of intrusive security cameras on the Chinese Consulate in Joslin, have negatively impacted on the character and amenity of this prime residential area and ask Mr Stevens to refer the matter to the Hon Marise Payne, Minister for Foreign Affairs, to investigate.

Seconded by Cr Moorhouse and carried.

Adjournment of Council Meeting

At 8.59pm Cr Moore moved:

That the Council meeting be adjourned for 3 minutes.

Seconded by Cr Patterson and carried.

Resumption of Council Meeting

At 9.02pm the Council meeting resumed.

14. CONFIDENTIAL REPORTS

14.1 COUNCIL RELATED MATTER

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the questions and the response be kept confidential for a period not exceeding 24 months, after which time the order will be reviewed.

Cr Sims moved:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Governance & Community Affairs, General Manager, Urban Planning & Environment, General Manager, Urban Services, General Manager, Corporate Services and Administration Officer, Governance & Community Affairs], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Cr Patterson and carried.

Cr Sims moved:

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the questions and the response be kept confidential for a period not exceeding 24 months, after which time the order will be reviewed.

Seconded by Cr Mex and carried unanimously.

14.2 STAFF RELATED MATTER

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the *Local Government Act 1999* the Council orders that the public, with the exception of the General Manager, Governance & Community Affairs, be excluded from the meeting on the basis that the Council will receive, discuss and consider

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, attachments and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Cr Stock moved:

That pursuant to Section 90(2) and (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the General Manager, Governance & Community Affairs, be excluded from the meeting on the basis that the Council will receive, discuss and consider

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Cr Minney and carried unanimously.

Cr Callisto moved:

That the Council requests that Mr Adam Kennedy (AME Recruitment) remain in the meeting to discuss and answer questions regarding the 2020 CEO Performance Review Report.

Seconded by Cr Granozio and carried.

Cr Dottore moved:

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, attachments and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Seconded by Cr Stock and carried unanimously.

15. CLOSURE

There being no further business, the Mayor declared the meeting closed at 10.25pm.

Mayor Robert Bria

Minutes Confirmed on _____
(date)