

Council Meeting Agenda & Reports

6 March 2023

Our Vision

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

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

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

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City of
Norwood
Payneham
& St Peters

1 March 2023

To all Members of the Council

NOTICE OF MEETING

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

Monday 6 March 2023, commencing at 7.00pm.

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

Yours faithfully



Mario Barone
CHIEF EXECUTIVE OFFICER

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

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VENUE Council Chambers, Norwood Town Hall

HOUR

PRESENT

Council Members

Staff

APOLOGIES

ABSENT

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

7.1 QUESTIONS WITH NOTICE – SOFT PLASTICS RECYCLING PROGRAM - SUBMITTED BY CR CHRISTEL MEX

QUESTION WITH NOTICE: Soft Plastics Recycling Program
SUBMITTED BY: Cr Christel Mex
FILE REFERENCE: qA1040 qA1753
ATTACHMENTS: Nil

BACKGROUND

Cr Mex has submitted the following Question with Notice:

What would be involved in providing a Soft Plastics Recycling Program within our City?

REASONS IN SUPPORT OF QUESTION

It has come to my attention that the City of Adelaide is trialling a Soft Plastics Recycling Program. The program uses specially designed bags and existing yellow recycling bins to keep soft plastics out of the landfill. It appears to be a partnership with a service provider.

Since the supermarkets have been forced to cease the collection of soft plastic waste, it would be timely to offer this to our citizens to reduce this type of waste going to landfill

RESPONSE TO QUESTION

PREPARED BY GENERAL MANAGER, URBAN PLANNING & ENVIRONMENT

Three (3) South Australian metropolitan Councils, namely the City of Adelaide, the City of Charles Sturt and the City of Port Adelaide Enfield, are trialling soft plastic collection via the yellow kerbside recycling bin. It is an opt-in service to 1,000 households. It requires residents to book the collection with Curby, who run a soft plastics recycling program. As part of the trial, Curby send out special soft plastic collection bags for residents to place their soft plastics in before they are disposed for collection in the kerbside (yellow recycling) bin.

These trials are being conducted in partnership with the Central Adelaide Waste and Recycling Authority (CAWRA), the Council's new co-mingled recycling contractors since the expiry of the contract with NAWMA. The recycling facility processes the soft plastics from the collected recycling bins. CAWRA then send the soft plastics to a processing facility in Victoria, where it is melted into plastic balls which are then used in road base materials. The Victorian facility does not have capacity to accept any more soft plastic materials, nor does CAWRA have the capacity to expand the current trials. This is also the reason REDCycle had to pause its services due to insufficient back-end processing facilities, which lead to stock piling of soft plastics. The trial is already at capacity.

At a recent tour of the CAWRA depot, sustainability staff viewed the "back end" processing of the soft plastics and were given an overview of the trials. The trials are not yet completed and therefore no data or findings are available. East Waste and the City of Norwood Payneham & St Peters will review the results of the trial once available. Dependant on the success achieved, East Waste will review what this means regionally for its member Councils and Council staff will also consider any opportunities for this Council.

In the meantime, the Council continues to provide feedback, including through the *Review of the Plastic Shopping Bags (Waste Avoidance) Act 2008* (Single use plastic bans), to advocate for legislative control over the production and use of soft plastics that are entirely avoidable. Upon the closure of the REDcycle program, staff contacted Green Industries SA (GISA) to ask how recycling capacity in South Australia was being accelerated. It is understood that GISA has committed to supporting a South Australian soft plastic recycler to receive the materials and process it into other products. However, this outcome is still unlikely before the end of 2023, as the recycler is waiting on essential equipment before it can establish processing.

Staff will continue to advocate for sustainable and viable recycling options for our community as such opportunities arise.

7.2 QUESTIONS WITH NOTICE – BUNNINGS AND ALDI DEVELOPMENT ON GLYNBURN ROAD, GLYNDE - SUBMITTED BY CR HUGH HOLFELD

QUESTION WITH NOTICE: Bunnings and Aldi Development on Glynburn Road, Glynde
SUBMITTED BY: Cr Hugh Holfeld
FILE REFERENCE: qA1040 Development Application No. 22014444
ATTACHMENTS: Nil

BACKGROUND

Cr Holfeld has submitted the following Question with Notice:

What is the current status of the planning and development of Bunnings and ALDI on Glynburn Road in Glynde?

REASONS IN SUPPORT OF QUESTIONS

Nil

**RESPONSE TO QUESTION
PREPARED BY MANAGER, DEVELOPMENT ASSESSMENT**

Bunnings

In May 2022, Development Application 22014444 was lodged with the Council for the development of a new bulky goods outlet in the form of a “Bunnings” retail facility. The various components of the development are described in detail below. The proposed development is located at:

- 3-5 Penna Avenue, Glynde;
- 37 Provident Avenue, Glynde;
- 37, 39 & 41-43 Glynburn Road, Glynde; and
- 35 Barnett Avenue, Glynde.

At its meeting held on Wednesday, 20 July 2022, the Council Assessment Panel determined to grant Planning Consent to the Application. The Consent was subject to one reserved matter and a number of conditions and notes. The reserved matter required the issue of site contamination to be investigated and assessed - including the extent of any remediation which would be required.

The applicant subsequently commissioned an updated Preliminary Site Investigations Report and following the findings of that report, commissioned a Detailed Site Investigations Report to examine the extent of any site contamination. While some contamination was identified, it was not beyond the reasonable scope of remediation. All relevant information regarding site contamination was referred back before the Council Assessment Panel at its meeting held on 18 January 2023. The Council Assessment Panel considered the matter and determined that the reserved matter had been satisfied but imposed an additional four (4) conditions, which essentially requires the site to be appropriately remediated as part of the construction process.

Building Rules Consent and Development Approval have not yet been obtained and construction cannot commence until this occurs.

While the site contamination matters were being investigated, at its meeting held on 1 August 2022, the Council was advised of the process required to be followed by the developer with respect to road access / widening – for context, the proposal included elements such as the creation of a signalised intersection at Glynburn Road / Penna Avenue, and the widening of Penna Avenue.

This process has been communicated to the developer and their consultant.

ALDI

On 12 January 2022, ALDI Foods Pty Ltd lodged Development Application 21042207, seeking Planning Consent for the development comprising the construction of a supermarket (shop) with associated car parking, light poles, site works, signage, acoustic wall, fencing, retaining walls, solar panels and landscaping. The proposed development is located at:

- 19-21 Glynburn Road, Glynde;
- 23 Glynburn Road, Glynde;
- 25 Glynburn Road, Glynde;
- 27 Glynburn Road, Glynde; and
- Unit 1-6, 29 Glynburn Road, Glynde.

Following the assessment process, the Application was granted Planning Consent on 6 April 2022, by the Council's Assessment Manager. Public notification was not required.

Two Variation Applications were subsequently lodged to vary aspects of the proposal.

Variation Application 22025795, sought approval for a number of changes including (but not limited to) amended setbacks, reduced floor area and building footprint and increased car parking spaces. The Application was granted Planning Consent on 30 August 2022.

Variation Application 22036070, sought approval for a number of changes including (but not limited to) relocation of the acoustic fencing, removal of one (1) advertising display, internal and external alterations and changes to the car park layout. The Application was granted Planning Consent on 18 November 2022.

Building Rules Consent and Development Approval have not yet been obtained and are required before construction can commence. The Planning Consent is subject to a number of conditions and notes that will need to be adhered to.

8. **DEPUTATIONS**
Nil

9. **PETITIONS**

9.1 PETITION – ST MORRIS RESERVE – DRAFT CONCEPT PLAN

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA109147
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to table a petition which has been received by the Council regarding the St Morris Reserve Draft Concept Plan.

BACKGROUND

The Petitioners are objecting to the construction of the detention basin within St Morris Reserve and the proposed removal of two (2) trees within the reserve.

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

The petition has been signed by a total of 39 people, including the convenor of the petition.

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

Notwithstanding the above, a number of signatories did not include their suburb as part of their address when completing the petition. Of the 39 signatories, seven (7) signatories do not reside within the City of Norwood Payneham & St Peters however five (5) of those have indicated that they visit the park when they visit friends.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 1: Social Equity

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

Strategy:

1.2.4 Provide appropriate traffic management to enhance residential amenity.

DISCUSSION

The Council's decision to construct an open detention basin at St Morris Reserve has created the opportunity for the Council to renew and upgrade all of the open space and recreational assets within St Morris Reserve.

At its meeting held on 22 August 2022, the Council considered a report on the progress of the *Trinity Valley Stormwater Upgrade Project* and the level of community consultation and engagement required for the different components of the Project, including the construction of the proposed detention basin and the open space and recreational assets at St Morris Reserve.

The *Local Government Act 1999* (the Act), requires Councils to consult with the community in respect to a range of matters and stipulates that the Council is required to develop and have regard to its *Community Consultation Policy* when consulting with the community.

In addition to the matters which are set out in the Act, the Council may choose to follow its *Community Consultation Policy* in respect to other matters, which may include infrastructure works such as the Trinity Valley Stormwater Upgrade Project and the various components of the Project.

Any decision to undertake consultation in this regard, is at the discretion of the Council.

Having said that, the Council must also have regard to Section 7 of the Act also sets out the functions of a Council which includes the following:

- (c) to provide for the welfare, well-being and interests of individuals and groups within its community;*
- (d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;*
- (e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;*
- (f) to provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area);*

In accordance with the functions of the Council as set out above, the Council has endorsed the Trinity Valley Stormwater Upgrade Project and the installation of the open detention basin at St Morris Reserve.

Taking into account the provisions of the Act and that community consultation in respect to this project is not a legislative requirement, the Council resolved to undertake an inform and educate approach to community consultation in respect to the open detention basin component of the Project.

However, the Council did resolve to undertake consultation with the community to seek their comments in terms of the proposed upgrade to the facilities at St Morris Reserve.

Whilst the petition relates to the construction of the open detention basin, which is not subject to community consultation, it is recommended that the petition be considered as part of the community consultation which is being undertaken in respect to the draft Concept Plan for St Morris Reserve.

RECOMMENDATION

That the Convenor of the petition be advised that the petition will be considered by the Council as part of the community consultation which has been undertaken regarding the St Morris Reserve Draft Concept Plan.

Attachments – Item 9.1

Attachment A

Petition St Morris Reserve Draft Concept Plan

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

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
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& St Peters**

Submission no 1

From the information provided in your St Morris Reserve Upgrade Draft Concept Plan the detention basin does not form part of the current consultation process – or the removal of many trees, some of which are well established, offering wonderful shade for those using the park with its lovely lawned areas. These matters have been decided without any consultant with the residents of St Morris.

There is a lot of disquiet about all these plans which have been presented as the final concept, but to placate the residents they are allowed to comment on the playground equipment, amenities and extent of landscaping that could be included as part of the upgrade!

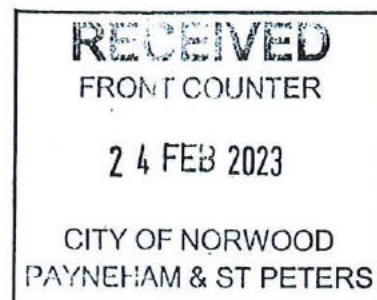
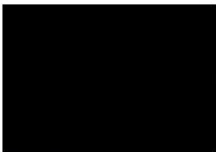
Please find enclosed a petition from residents and visitors to the St Morris Reserve who are very concerned about the destruction of the existing St Morris Reserve which is being turned into a large water detention basin, where the floor of the basin will become a soulless, treeless, uninviting area of nothingness.

There will be no shaded flat area for the children from the Community Day Care Centre to do all their little sports days, no lovely lawns on a flat shaded area for people to have picnics apart from a skinny patch near the playground and for toddlers to run around safely in – and most people are extremely upset about the loss of the 2 beautiful shade trees which currently grace the St Morris Reserve.

This submission is to ask that some of the plans be reconsidered so that some of the much appreciated areas of the park can remain for all to enjoy.

With kind regards

Mrs Christine Worrall



SAVE St Morris Reserve

We the undersigned object to the current proposal for the large size water retention basin and destruction of the tree canopy within the St Morris Reserve, leaving only the trees around the outside of the park while the majority of the park is demolished in preparedness for the 100 year flood. Any new trees planted into this area after this basin is installed will take many years to offer the same degree of shade experienced at present.

This is the only little park in St Morris and is well used by residents and visitors alike, who all appreciate the lawns and current shade-giving trees, and abundant bird life.

Name	Address	Comments
Marcia Johnson	█████ McCormack Ave. Payneham South.	
ANDREW ROSE	█████ COORARA Ave Payneham Sth	
Judianne Hall	█████ Ashbrook Ave. Payneham.	
Jackie Nicky	Ryan Ave Firtle Gardiner Ave St Morris	
Pat	█████ Stapleton street, Firtle	
Ros Eileen	EAST THE GABLES G/ST █████ Fifth Avenue St Morris	
June M.	█████ Fifth Ave. "	
S. Mabney	Joorck. Gardens	
Val Robson	The Gables.	
Jenny Tennett	The Gables	I like it as it is - well maintained
Sue Moshead	Gables.	
Carmel Dool	Gables	
BARRY BURR	█████ GREEN ST GABLES	
Kariz Burgess	█████ marian Rd Glynade	
James Burgess	█████ marian rd Glynade	
Fi Wegean	█████ Green St St Morris	(Gables)
M. PATE	█████ Fifth Ave St. Morris	The Gables
Vicki Worrall	█████ Judith Crescent ^m /Vale	We visit this park often Take our Chairs n
Shane Worrall	█████ Judith Crescent ^m /Vale	Foldup table & set under the trees for lunch.
JEF worral	█████ JUDITH CRCS M/VALE	Our friends live in the Gables, we visit them also. Leave it alone
Debra McQuillan	█████ Commercial Rd Brighton	visit friends at this park. Leave it as it is.
A McQuillan	█████ Commercial Rd BRIGHTON	

H. Stockwell
Stockwell

It is a beautiful park used by many to have picnics UNDER THE TREES. What happened to Green's policy - not touching anything because of wildlife?

SAVE St Morris Reserve

We the undersigned object to the current proposal for the large size water retention basin and destruction of the tree canopy within the St Morris Reserve, leaving only the trees around the outside of the park while the majority of the park is demolished in preparedness for the 100 year flood. Any new trees planted into this area after this basin is installed will take many years to offer the same degree of shade experienced at present.

This is the only little park in St Morris and is well used by residents and visitors alike, who all appreciate the lawns and current shade-giving trees, and abundant bird life.

Name	Address	Comments
S. Duncanson	[REDACTED] FIFTH AVE	
Ken Duncanson	[REDACTED] FIFTH AVE	
D. Diamond	[REDACTED] FIFTH AVE	Short sighted rubbish
Kay Campbell	[REDACTED] FIFTH AVE	Kay Campbell
Josh Lowry Thomas	[REDACTED] Milton Avenue	
Bob Wilson DAVES	[REDACTED] PALM CRT	Bob Wilson
B. L. DAVISON	[REDACTED] FIFTH AVE ST. MORRIS	B. L. DAVISON KEEP THE TREES
Jennifer Redding	[REDACTED] FIFTH AVE ST MORRIS	J. Redding
Kwanell	[REDACTED]	

10. WRITTEN NOTICES OF MOTION
Nil

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 POLICY OPTIONS FOR DEVELOPMENT IN HISTORIC AREA OVERLAY IN THE PLANNING AND DESIGN CODE

REPORT AUTHOR: Senior Urban Planner
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 83664561
FILE REFERENCE: qA58633
ATTACHMENTS: A - B

PURPOSE OF REPORT

This report provides information and recommendations regarding options for amending the *Planning & Design Code* to include more nuanced and detailed policy for large scale two-storey residential additions in the Historic Area Overlay.

BACKGROUND

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

1. *That staff write a letter to the State Planning Commissioner, Craig Holden, requesting him to clarify the process of how Councils can change aspects of the Planning and Design Code that have broader implications than one council area and to clarify the role and terms of reference of the State Government's Code Control Group.*
2. *That staff prepare a report on Council's ability to have a more nuanced and detailed policy regarding large scale two-storey residential additions in areas affected by the Historic Area Overlay.*

With introduction of the State-wide *Planning & Design Code* in March 2021, the Historic Area Overlay replaced Historic (Conservation) Zones and Policy Areas (in the former Development Plan) as the primary means of protecting areas and streetscapes of historic character value in the City. There is widespread application of the Historic Area Overlay, as shown on a map contained in **Attachment A**.

The Historic Area Overlay broadly retains the demolition control policies that applied in the former Historic (Conservation) Zones and Policy Areas. However, as previously reported, it contains less detailed policy, hence offers less guidance for upper-level additions compared to the zones and policy areas contained in the Development Plan that were rescinded in March 2021.

During the March 2022 State Election, the State Government committed to an independent review of the planning system. The Minister for Planning, the Hon Nick Champion MP, subsequently commissioned an independent panel (the Expert Panel) to conduct the review, including of the Planning and Design Code as it relates to character and heritage.

In January 2023, the Council made a detailed submission to the Expert Panel (available on Council's website under 'Planning and Development') which includes a detailed critique of policies applicable in the historic area and character area overlay policies and cited examples of where the policy has delivered poor outcomes on the ground:

"An area of policy that should also be reviewed and improved in both historic and character areas is the design guidance for two-storey development (both new dwellings and dwelling additions). In areas where two-storey development may be appropriate, there should be clearer policies with more detailed design guidance for upper-level development, particularly with respect to impact on neighbours. The Overlay policies focus on streetscape impact which is valuable, but appearance and siting of buildings when viewed from neighbouring properties should also be included in the Overlay policies given this is an important aspect of the character and amenity of these areas."

The Expert Panel is currently considering over 600 submissions and preparing a report with recommendations which will be presented to the Minister by April 2023. Staff have recently met with representatives of Planning and Land Use Services of the Attorney General's Department, to better understand how issues associated with loss of local nuanced policy, as raised in the Council's submission, will be dealt with by the Expert Panel and the Minister. Whilst the final outcome is unknown, early indications are that there will be recommendations relating to historic and character areas.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Outcome 1: Social Equity

An inclusive, connected, accessible and friendly community

Objective:

- 1.1 *Convenient and accessible services, information and facilities.*
- 1.2 *A people-friendly, integrated, sustainable and active transport network.*
- 1.3 *An engaged and participating community*

Outcome 2: Cultural Vitality

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

Objective:

- 2.3 *A City which values and promotes its rich cultural and built heritage*
- 2.4 *Pleasant, well designed, and sustainable urban environments*

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services

Objective:

- 3.1 *A diverse range of businesses and services.*
- 3.2 *Cosmopolitan business precincts contributing to the prosperity of the City.*

Outcome 4: Environmental Sustainability

A leader in environmental sustainability

Objective:

- 4.1 *Sustainable and efficient management of resources.*
- 4.2 *Sustainable streets and open spaces.*
- 4.4 *Mitigating and adapting to the impacts of a changing climate.*

FINANCIAL AND BUDGET IMPLICATIONS

If a Council-led Code Amendment is an option, the financial implications are potentially substantial. Their extent will vary depending on the scope of the project, including the extent of work which is undertaken by external parties.

EXTERNAL ECONOMIC IMPLICATIONS

If a Council-led Code Amendment is pursued as an option, economic impacts will depend on the degree to which policy change reduces uncertainty for applicants and others with an economic interest, or has economic impacts due to affecting development potential.

SOCIAL ISSUES

There are mixed attitudes to historic area conservation. Historic areas and heritage places generate intrinsic and cultural value to individuals as well as communities. Conservation in some parts of the City is also balanced with the provision of significant growth opportunities in other parts of the City, to ensure the Council is playing its part in achieving state level infill targets, accommodating reasonable change in localities, and allowing reasonable flexibility for property owners.

CULTURAL ISSUES

The Council's role in supporting the retention of areas of historic character strongly aligns with one of the key objectives of the Council and the community, which is to protect and enhance the City's valued built form and character. This is also reflected in Council's *Built Heritage Strategy* adopted in 2022.

ENVIRONMENTAL ISSUES

Not Applicable.

RISK MANAGEMENT

The Council might be expected to be active in pursuing remedies, given its past involvement in setting planning and heritage policy. On the other hand, expectations of the Council's role based on past history, are at odds with constraints on Council-led Code amendments in the new planning system (see Table 1 below).

The risks of doing nothing include confusion about the intent of the *Planning & Design Code*, plus reputational risk associated with criticism that the Council is not doing enough to ensure good streetscape and neighbourhood outcomes for the City's historic and character areas. The risk of not doing anything to seek to influence policy change have been considered and are ranked as being substantial (possible likelihood of moderate reputational risk).

The only way to fully mitigate the above-mentioned risks is for the policy contained in the *Planning & Design Code* to be more nuanced and 'context specific' for developments proposed in the widespread areas where the Historic Area Overlay applies. If the policy changes set out in this report can be implemented, this would reduce the risk to low. However, there is no guarantee that this can be achieved as the Council is not the custodian or ultimate "gatekeeper" of changes to the *Planning & Design Code*.

How Council engages with bodies like the State Planning Commission, State Government, and other Local Governments, as well as communicates with local community and other stakeholders, is key to managing some of the risks.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
If the preparation of a Code Amendment is pursued, the community and affected land owners will be consulted in accordance with an Engagement Plan.
- **Staff**
General Manager Urban Planning & Environment
Manager Development Assessment
Manager Urban Planning & Sustainability
- **Other Agencies**
Planning and Land Uses Services, Attorney-General's Department

DISCUSSION

In relation to the first part of the above Council resolution, a letter has been sent to the Chair of the State Planning Commissioner seeking clarification on:

- how Councils can change aspects of the Planning and Design Code that have broader implications than one council area;
- the role and Terms of Reference of the State Government’s Code Control Group in receiving and prioritising requests to amend the policy of the Planning and Design Code.

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

The Council’s recent submission to the Expert Panel highlighted both inconsistencies and a lack of local (context-sensitive) specificity in the Planning and Design Code.

The Minister’s terms of reference for the Expert Panel defined heritage and character, infill, trees and carparking as focus areas for review. Staff have been advised by representatives of Planning and Land Use Services that recommended changes to Code policy relating to these focus areas, can be anticipated in the Expert Panel’s final report.

While the final report of the independent Expert Panel on Planning Reform Implementation, expected by April 2023, could be looked to for potential support of greater Council ability to add or restore local nuanced policy, the certainty of this outcome and the scope of this is totally unknown.

The State Planning Commission, more so than the temporary Expert Panel, has direct responsibility for reviewing and improving policy in the Code, but may do so at the direction of the Minister (via the Department).

Under the new *Planning Development and Infrastructure Act 2016*, amendments to the Planning and Design Code may be initiated by a number of parties. This includes certain amendments by a Council or Joint Planning Board (agreed to by a group of Councils) with the approval of the Minister, acting on the advice of the State Planning Commission.

As shown in the table below, the Council’s role in initiating Code Amendments in the new system is very limited – especially compared to the opportunities under the repealed *Development Act 1993*.

TABLE 1: WHO CAN PROPOSE WHAT TYPE OF CODE AMENDMENT?

WHO?	Spatial changes *3	Policy in Overlay, Zone or General provisions	Policy in Sub-zone	Technical & Numerical Value (TNV)
Minister *1				
Commission	Yes	Yes	Yes	Yes
CEO, DTI	Yes	Yes	Yes	Yes
Joint planning board *2				
Council	Yes	Request to Commission	Limited	Yes
Agency	Yes	Request to Commission	Limited	Yes
Persons with an interest in the land Providers of essential infrastructure	Yes	Request to Commission	Limited	Yes

*1 The (Planning) Minister can introduce certain ‘complying’ or ‘minor’ amendments

*2 No Joint Planning Board exists for the eastern region

*3 Spatial changes can be proposed to the extent / boundaries of an overlay, zone or sub-zone

It is important to note that under these arrangements, a Council **cannot** submit a Code Amendment to amend the actual content of Overlay or Zone policies and can only request the Commission to undertake this. The rationale for this is that the Code is supposed to optimise consistency across local government areas, and Overlay and Zone policy apply across multiple Council areas.

A Subzone sits beneath a Zone and enables policy in a Zone to be varied in limited circumstances. It is technically an option to introduce more nuanced local policy by creating a Sub-zone. Very few sub-zones have been included in the implementation of the state-wide Planning and Design Code, despite this widely being promoted as an opportunity for local nuanced policy expression in the lead up to the introduction of the Code.

For a number of reasons, a rationale inclusive of and responsive to the circumstances in other Local Government Areas would need to be developed as:

- it is assumed that the State Planning Commission (which must review any proposal for a Code amendment) and Minister would expect this;
- a Council's potential to shape Code policy is far more constrained in the new system than before and so it must rely on co-opting the help of others; and
- potentially a number of Councils working together or comparing notes may strengthen the case for Code Amendments to address cross-Council issues.

OPTIONS

Option 1: Council-led Code Amendment proposing a Subzone

The Council would not be able to amend policy content in the Historic Area Overlay itself or the Established Neighbourhood Zone, but could add supplementary or more detailed design policy through a sub zone which would have the effect of 'overriding' zone policies.

For example, if the Zone policies contemplate two-storey buildings, a Subzone can include an overriding policy or at least set out more detailed criteria limiting the built form impacts of second-storey building elements to protect heritage, character and the amenity of adjoining occupants.

This might be contemplated where the Historic Area Overlay co-exists with areas of the Established Neighbourhood Zone where the prevailing historic character is derived from single storey dwellings and where large dominant upper-level additions, could have a detrimental impact.

The Council can opt to undertake further investigations and lodge a Proposal to Initiate (with the consent of the Minister) for a Code Amendment to introduce a Subzone (for areas of historic character) to add to or potentially vary, policies of the Established Neighbourhood Zone.

This would be assessed by the State Planning Commission and must be approved by the Minister.

According to the Plan SA Guide to the *Planning & Design Code* (June 2022):

"Policy in a subzone may vary or build upon policy in the 'parent' zone. Policies (Assessment Provisions) in subzones apply to unique variations in the character of a particular part of a zone. Subzones cannot apply in more than one zone. Subzones do not contain classification tables or procedural matters tables, but classification tables in the parent zone specify the policies and rules that apply in the subzone."

However, there are significant constraints involved in the Council initiating a Subzone. For example, a Subzone unique to a Council area will require justification as to why an area or areas to be included in the Subzone should be treated differently to the parent zone in other Council areas. Further, there is no guarantee that policy changes, involving a Subzone, will align with State priorities, or be agreed to at State level (by the Minister / Department / State Planning Commission).

To justify change via a Subzone, the Council may need to align support for this with other Councils that may be seeking a similar outcome.

If changes (whether involving a Subzone or not) would be desirable across more than Council area, support for this could be canvassed – see Option 2.

Option 1 is not recommended at this time given current high uncertainty about this pathway, ahead of the recommendations of the Expert Panel.

Option 2: Council request an Amendment be prepared by Commission

The Council can opt to formally request the Commission to amend the Code. Essentially this replicates the request which has been put to the Expert Panel in the Council's submission.

Issues common to a suite of historic areas, not necessarily confined to one Local Government Area, may help establish a rationale for amendment.

This implies a need to investigate beyond this Council's boundaries and consult other Councils affected to identify if they would be inclined to support a request to the Commission to amend the Code.

The Commission may decline to initiate an Amendment, or at least all of the policy content supported by the Council. It may also expect substantial resourcing of an amendment by local government, and/or set other conditions for its support.

A risk is broader support from affected Councils may be harder to achieve if there are many affected, and/or they have differing awareness, perspectives, priorities and resources.

The sixteen (16) Local Government Areas with existing Historic Area Overlays that sit over the Established Neighbourhood Zone are set out below:

- Adelaide Hills Council
- Alexandrina Council
- The Barossa Council
- City of Burnside
- City of Charles Sturt
- Town of Gawler
- City of Holdfast Bay
- Light Regional Council
- City of Mitcham
- City of Norwood Payneham & St Peters
- City of Port Adelaide Enfield
- City of Prospect
- Town of Walkerville
- City of Unley
- City of Victor Harbor
- City of West Torrens.

(In some of the above and several other Local Government Areas, the Historic Area Overlay also sits across parts of other zones, including other 'Neighbourhood' zones, Township Zone etc, presenting other policy considerations.)

Assessing the prevailing development pattern and other elements of historic character where the Historic Area Overlay overlaps the Established Neighbourhood Zone, both within and outside this Council's area, will assist in identifying all contexts which may support the Commission's prioritisation of need to improve the relevant parts of the Code. This would be a large body of work and resource intensive.

Improving the effectiveness of policies contained in the Code across Local Government Areas and *within the structure of the Code*, would better address Code Drafting Principle 4 which seeks that "rules should aim to achieve consistency while providing for local variations that reflect special or unique character at the local level."

In assisting to inform any future Commission-led Code Amendment, it would be important to have assembled good evidence about the performance of the Code in the local area and have compared notes with other Councils as a basis for input to a review informing the Code Amendment.

A key advantage of a Commission-led Code Amendment is more scope to improve clarity and consistency than a Council amendment. The challenge is to ensure that changes are also sufficiently context-sensitive and nuanced to reflect the Council's expectations.

Option 2 is not recommended at this time given that these policy requests are effectively 'on hold' as they may be advanced by future announcements of the Expert Panel.

Option 3: Concurrent Coordinated Proposals by Councils to Initiate Code Amendments

It is understood Council-initiated amendments may only be undertaken by an individual Council (unless as part of a Joint Planning Board) and are unable to combine changes in several Council areas at once (which would necessitate Option 2: Commission-led amendment process).

A co-ordinated strategy involving diverse Local Government Areas and their Councils could be too difficult to pursue effectively or efficiently.

As such, Option 3 is not recommended as the preferred option at this time.

Option 4: Review Historic Area Statements

There are currently Historic Area Statements for each area where the Historic Area Overlay applies in the City of Norwood Payneham & St Peters.

These do not contain policy but contain factual descriptions of the existing character. Improving the level of detail in these statements may promote better policy interpretation, for example, to capture finer-scale variations requiring better definition.

The Historic Area Statements in the current Planning and Design Code tend to be fairly basic, but a few examples from other Council areas could set a precedent for a more fine-scale, detailed approach. Given previous public announcements, it is likely there may be opportunity for inclusion of additional policy detail in Historic Area Statements, following release of the Expert Panel's report later this year.

Option 5: Await the outcome of the Expert Panel's Planning Reform Implementation review

The Expert Panel on Planning Reform Implementation is expected to report to the Minister by April 2023 and once the State Government releases its response, greater clarity may be provided on the Commission's appetite for entertaining the type of nuanced policy the Council is seeking be included in the Planning & Design Code. As such, there is some value in the council awaiting the outcomes of the Expert Panel's reform recommendations before embarking on a Code Amendment for which we have little certainty of success. This approach will minimise the risk of wasting staff resources in the short term on policy reform that may not get authorised or even supported by other councils.

This option is recommended.

Option 6: – Do Nothing

The Council could do nothing and accept that it is unlikely to be able to amend policy in the Code to the extent it desires.

This option is not recommended as the Council has a role to play in responding to community expectations affecting planning policy changes, albeit not to the extent it did under previous planning system.

This option is not recommended.

CONCLUSION

The Expert Panel on Planning Reform Implementation will report to the Minister by April 2023, following which the Government will make its recommendations for change. There is a reasonable chance that it will support policy reforms reform led by the State Planning Commission relating to heritage and character areas that address weaknesses identified in the Council's submission. It is feasible in the meantime to propose to initiate a Code Amendment, and submit a proposal to the State Planning Commission.

However, as well as known constraints on what the Council can amend, there is some risk that a Council proposal may not be supported fully or at all if pursued in isolation of a more co-ordinated approach with time taken to assemble more evidence from different areas. This would also come at the expense of other committed planning policy priorities, which would need to be delayed.

Code Amendments, either Council-led or Commission-led will need to be considered also in the context of the review of the 30-Year-Plan for Greater Adelaide, for which a Discussion Paper will be released in May 2023. The unknown scope and process for the regional plan adds further uncertainty about how a Code Amendment might be received and progressed.

COMMENTS

Given the possible opportunities arising from this key policy focus area of the Expert Panel review and the timing and scope of the review of the 30 Year Plan for Greater Adelaide, there is merit in holding off on any commitments to undertake substantial work in proposing a Code Amendment.

However, Council staff will communicate with the staff of other affected Council areas, to keep a 'watching brief' on any alignment of policy priorities, should the Expert Panel recommendations not deliver changes for the Historic Area Overlay. A further report for the Council's re-consideration of options, could be presented at this time.

RECOMMENDATION

1. That the Council notes the expected timing of release of the recommendations of the Expert Panel on Planning Reform in April 2023, following which a further report will be prepared for Council's consideration, recommending the preferred pathway for policy change.
2. That Council notes that in the interim, prior to the release of the Expert Panel, staff will investigate with staff from other Councils affected by the Historic Area Overlay, to determine the scope of a coordinated approach to pursuing the policy outcomes discussed in this report.

Attachments – Item 11.1

Attachment A

Policy Options for Development in Historic Area Overlay in the Planning and Design Code

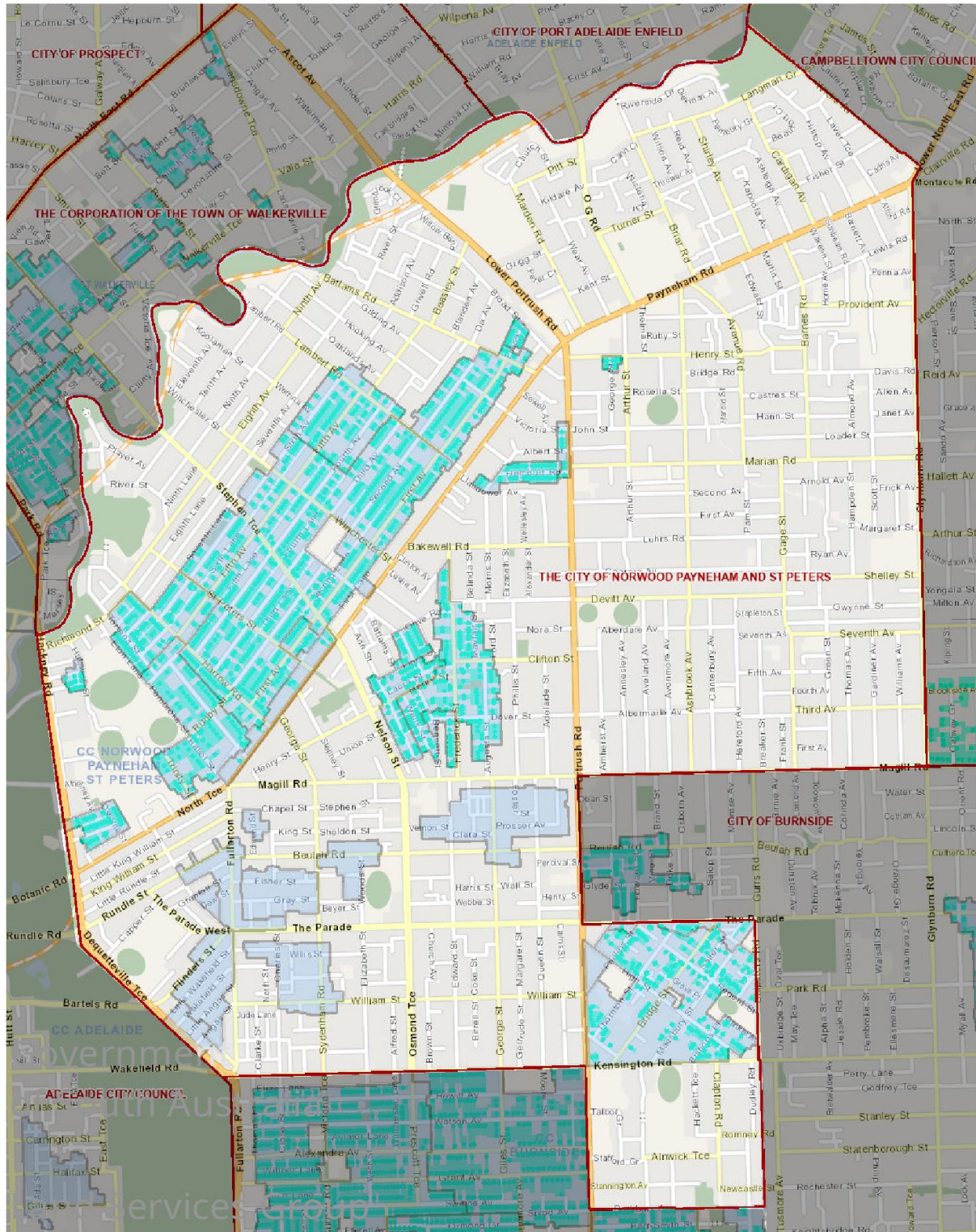
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City of
**Norwood
Payneham
& St Peters**

Historic Area Overlay in NPSP



Attachment B

Policy Options for Development in Historic Area Overlay in the Planning and Design Code

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City of
**Norwood
Payneham
& St Peters**

File Number: qA58633
 Enquiries To: Eleanor Walters
 Direct Telephone: 8366 4521



**City of
 Norwood
 Payneham
 & St Peters**

20 February 2023

Mr Craig Holden
 Chair
 State Planning Commission

Via email: saplanningcommission@sa.gov.au

Dear Mr Holden

The Council is encountering a number of associated issues with the new planning policy platform under the *Planning, Development and Infrastructure Act 2016* (PDI Act) and the Planning and Design Code, especially as it affects valued character areas and heritage (not all of which are formally protected by Overlays or heritage status).

As well as it being important to retain valued original building stock and areas of historic character, there are significant challenges in guiding the built density, form and design features of new and replacement buildings in such areas.

As can be expected with a new policy platform, there will be calls for, and indeed justification for, change to policies via a Code amendment related to the above (among other issues).

To this end, at its meeting held on 5 December 2022, the Council resolved the following:

1. *That staff write a letter to the State Planning Commissioner, Craig Holden, requesting him to clarify the process of how Councils can change aspects of the Planning and Design Code that have broader implications than one council area and to clarify the role and terms of reference of the State Government's Code Control Group.*
2. *That staff prepare a report on Council's ability to have a more nuanced and detailed policy regarding large scale two-storey residential additions in areas affected by the Historic Area Overlay.*

As you are aware, the transition to the PDI Act and the Planning and Design Code, limits Local Government's role as a potential initiator of policy amendments.

While it is acknowledged that Councils are able to readily pursue spatial changes to the Code (substituting one zone for another), there are limitations on the Council's ability to propose to changes and improvements to the actual policy content contained in the Code.

In the new system, it is not clear to Councils, as important stakeholders, how and when they will individually (or collectively) be engaged to help evolve the Code's policy content, to ensure it remains relevant, contemporary and achieving the on-ground design outcomes which it seeks to deliver.

It is appreciated that there is a need to maintain consistency where comparable contexts of policy significance occur in different Local Government Areas. However, it is unclear how multiple Councils which may be experiencing similar issues with policy outcomes should seek to address this. This would appear to be the role of the Commission, in assisting Councils who have identified potential improvements to policies that are contained in the Code, in co-ordinating policy review issues or themes across Local Government Areas also affected by the same policy.

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**City of
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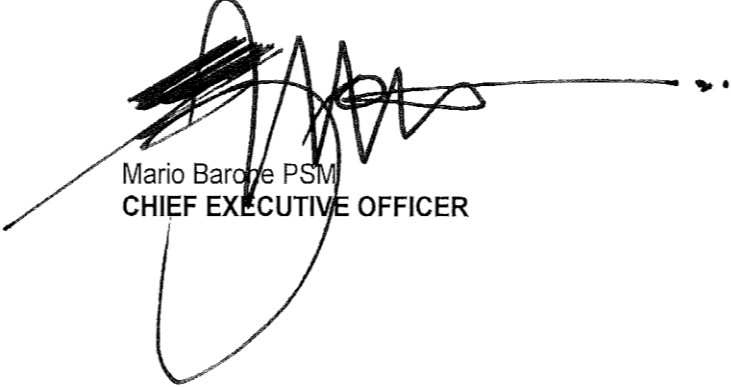
To this end, it would be useful to clarify opportunities for better dialogue with the Commission about priorities for the review of policies, or to facilitate Code Amendments which are responsive to comparable circumstances in several Local Government Areas, with the overall objective of introducing more nuanced and detailed policy regarding large scale two-storey residential additions in areas affected by the Historic Area Overlays.

It is appreciated that the work of the Independent Expert Panel is still incomplete, and the Commission has a number of competing priorities, however the opportunity to communicate further regarding this issue may be conducive to earlier identification and resolution of specific cross-Local Government Areas (and indeed unique to Local Government Area) policy issues that need attention.

Finally, on a related matter, I wish to clarify the role and terms of reference of the State Government's Code Control Group (of the Attorney-General's Department), in order to better understand how the review of policy issues is co-ordinated and prioritised for the Commission's consideration.

I look forward to your response and welcome any further dialogue on the matters raised in this letter.

Yours sincerely



Mario Barone PSM
CHIEF EXECUTIVE OFFICER



11.2 PLANNING & DESIGN CODE POLICY OPTIONS FOR BUILDING HEIGHTS AND UPPER-LEVEL SETBACKS FOR DEVELOPMENTS ON THE PARADE, NORWOOD

REPORT AUTHOR: Senior Urban Planner
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 83664561
FILE REFERENCE: qA58633
ATTACHMENTS: A - C

PURPOSE OF REPORT

This report provides information and recommendations regarding the Council's options to facilitate the inclusion of more nuanced and detailed policy regarding building heights and upper-level setbacks in the Urban Corridor (Mixed Use) Zone along The Parade, Norwood.

BACKGROUND

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

1. *That staff prepare a report on the feasibility of the Council preparing a Planning & Design Code Amendment that would better protect the historic character of The Parade; and*
2. *That the report investigates the setting of lower building heights, larger setbacks and other policy instruments that would ensure that the human scale and High Street appearance of The Parade can be maintained, while at the same time allowing for appropriate commercial and residential development to occur.*

In March 2021, the State-wide *Planning & Design Code* was introduced. The Code replaced policies for The Parade 'main street' area in the former Development Plan for the City, with more generic, less context-sensitive policies.

The assessment of a recent Development Application for an eight (8)-storey building on a landmark site near the corner of The Parade and Osmond Terrace (120 The Parade), Norwood, highlighted that the new Code offers less protection of the main street environment, including heritage places. The overall mass of the approved built form of this development is considered excessive, visually too dominant and imposing with upper levels insufficiently setback from The Parade to reinforce the prominence and integrity of the shopfronts and canopies that are important elements of the human-scale streetscape of The Parade.

The Development Application was approved by the State Commission Assessment Panel (SCAP). Despite repeated concerns over this governance process, expressed by this and other affected Councils, SCAP determines applications for developments of over four (4) storeys located on sites located within the Urban Corridor Zone across the Council area. The Council made a representation to SCAP on the development proposed for 120 The Parade, Norwood, to oppose the application based on its excessive bulk and scale, poor streetscape 'fit' and poor relationship of the new building to existing historic building facades.

During the March 2022 State Election, the Government committed to an independent review of the planning system. The Minister for Planning, the Hon Nick Champion MP, subsequently commissioned an independent panel (the Expert Panel) to conduct the review, including of the Planning and Design Code as it relates to infill policy, character and heritage.

The Council recently submitted a comprehensive submission to the Expert Panel. It is available on Council's website under 'Planning and Development'.

At the time of writing, the Expert Panel is preparing a report to the Minister for Planning, the Hon. Nick Champion. It is unclear how the issues associated with loss of local nuanced policy, raised by Council's submission etc, will be dealt with by the Expert Panel or the Minister.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Outcome 1: Social Equity

An inclusive, connected, accessible and friendly community

Objective:

- 1.4 *Convenient and accessible services, information and facilities.*
- 1.5 *A people-friendly, integrated, sustainable and active transport network.*
- 1.6 *An engaged and participating community*

Outcome 2: Cultural Vitality

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

Objective:

- 2.3 *A City which values and promotes its rich cultural and built heritage*
- 2.4 *Pleasant, well designed, and sustainable urban environments*

Outcome 3: Economic Prosperity

A dynamic and thriving centre for business and services

Objective:

- 3.1 *A diverse range of businesses and services.*
- 3.2 *Cosmopolitan business precincts contributing to the prosperity of the City.*

Outcome 4: Environmental Sustainability

A leader in environmental sustainability

Objective:

- 4.1 *Sustainable and efficient management of resources.*
- 4.2 *Sustainable streets and open spaces.*
- 4.4 *Mitigating and adapting to the impacts of a changing climate.*

The Council's 2022 *Built Heritage Strategy* and *The Parade Masterplan* are also relevant to future building outcomes along The Parade.

The *Building Heritage Strategy* includes the following action:

"3.2 Advocate and influence good legislation and policy...Proactively identify opportunities for improvement in the planning framework, advocate and present information to the State Government."

The *Parade Masterplan*, endorsed by the Council in May 2019, supports the protection of the identity, appeal and sense of place of The Parade, as "Adelaide's premier main street" and its significant economic, social and cultural elements.

The Masterplan gives priority to pedestrian safety, movement and amenity. Human-scale development is a key factor in pedestrian amenity which implicates not only public realm works and improvements but the design, scale and quality of, and guidelines for, private development impinging on the streetscape.

FINANCIAL AND BUDGET IMPLICATIONS

The financial implications of the Council leading or contributing to work on a Code Amendment are very hypothetical at this stage and can be addressed in a further report when the scope of such work is clearer.

EXTERNAL ECONOMIC IMPLICATIONS

Economic impacts will depend on the degree to which policy change is simply a clarification of intent that reduces uncertainty or may have economic impacts due to affecting development potential. Policy that aims to protect and enhance main street character can also enhance the economic vitality of The Parade activity centre, due to reinforcing this main street feel as an attractive place to shop and visit.

SOCIAL ISSUES

Supporting a physical form that respects the existing main street setting, needs to be balanced with the provision of growth opportunities to ensure the Council is playing its part in achieving state level infill targets and accommodating reasonable change in the local areas.

CULTURAL ISSUES

The Council's role in supporting a respectful form-based character, strongly aligns with one of the key objectives of the Council and the community, which is to protect and enhance the City's valued built form and character. This is also reflected in Council's *Built Heritage Strategy* adopted in 2022.

ENVIRONMENTAL ISSUES

Loss of solar access can become an issue with higher building height. Other environmental impacts are not specifically a focus of the policy review investigation.

RISK MANAGEMENT

The Council might be expected by its citizens to be active in pursuing remedies given past involvement in setting planning and heritage policies. On the other hand, expectations of the Council's role based on past history, are at odds with the new constraints on Council-led Code amendments in the new planning system.

The risks of doing nothing include potential for erosion of the main street character of The Parade which previous Council-led policy amendments and other investments by the Council have sought to address. The risk of not doing anything to seek to influence policy change have been considered and are ranked as being substantial (possible likelihood of moderate reputational risk).

The only way to fully mitigate the above-mentioned risks is for the policy in the Planning & Design Code to be more nuanced and 'context specific' for developments proposed on The Parade. If the policy changes set out in this report can be implemented, this would reduce the risk to low. However, there is no guarantee that this can be achieved as the Council is not the custodian or ultimate "gatekeeper" of changes to the Planning and Design Code.

How Council engages with bodies like the State Planning Commission as well as the State Government and other local governments, as well as how it communicates with local community and other stakeholders, is also key to managing these risks.

CONSULTATION

- **Elected Members**
Not Applicable.
- **Community**
Not Applicable.
- **Staff**
General Manager, Urban Planning & Environment
Manager, Development Assessment
Manager, Urban Planning & Sustainability
- **Other Agencies**
Early discussions have commenced with the Code Control Group within Planning and Land Uses Services (State Government).

DISCUSSION

Urban Corridor (Main Street) Zone

Both sides of The Parade in Norwood between Osmond Terrace and Portrush Road, are zoned Urban Corridor (Main Street) Zone. A map of the Planning and Design Code zones is contained in **Attachment A**.

Other sections of The Parade corridor to the east and west are in the Suburban Main Street, Suburban Business or Business Neighbourhood Zones.

The Plan SA Guide to the Planning Design Code (June 2022), describes the Urban Corridor (Main Street) Zone as follows:

“This zone supports a mix of medium and high-density urban development along main road corridors which display main street qualities (typified by highly activated, fine-grain, narrow building frontages with frequent pedestrian entry points) and provide both daytime and night-time activation...(I)t applies (a)long established commercial and retail precincts the have a main street character (e.g. Unley, Prospect, Henley Beach and Magill roads).”

At present, the Zone applies in the following locations:

- Campbelltown City Council – Magill Road, Magill (north side of Magill Road only);
- City of Holdfast Bay – Jetty Road, Glenelg
- City of Norwood Payneham & St Peters – Magill Road and The Parade, Norwood
- City of Prospect – Prospect Road
- City of Unley – Unley Road
- City of West Torrens - Port Road and Henley Beach Road.

Key numerical provisions affecting the Urban Corridor (Main Street) Zone along The Parade include:

- Minimum building height varies by site - 2- 3 levels;
- Maximum building height varies by site - 3- 7 levels (11.5-25.5 metres);
- Interface Height - Development should be constructed within a building envelope provided by a 30-degree plane, measured 3m above natural ground at the boundary of an allotment; and
- Upper levels setback a minimum of 2 metres from the frontage.

With respect to building height, two “bonus” height provisions, for Significant Development Sites and another applying in the Affordable Housing Overlay, allow an additional 30% height if ‘bonus height’ criteria are met. For example, on a site such as the subject site at 120 The Parade, the “maximum” of six (6) levels, increase to eight (8) levels, by application of this bonus.

The criteria are basic and cannot be considered to be additional to expectations expressed by other relevant provisions of the Code. For example, on a Significant Development Site (with site area of 1500m² or more), a bonus may be awarded for the retention, conservation and re-use of a building which is a listed heritage place (a default requirement of other provisions of the Code, thus not indicative of special or exceptional merit).

The full wording of the Significant Development Sites and Affordable Housing Overlay bonus provisions, are included in **Attachments B** and **C** respectively.

The Council's resolution calls for a report on the potential for an amendment to policies on the Code amendment that better protect the heritage values of The Parade, and:

“...the setting of lower building heights, larger setbacks and other policy instruments that would ensure that the human scale and High Street appearance of The Parade can be maintained, while at the same time allowing for appropriate commercial and residential development to occur”.

There are 30 Local Heritage Places and 5 State Heritage Places in the Urban Corridor (Mixed Use) Zone, along The Parade, Norwood.

In 2012, an *Inner Metropolitan Rim Structure Plan* was issued by the (then) Department of Planning, Transport and Infrastructure (DPTI). The Council's *Kent Town and The Parade Strategic Growth Part 2 Development Plan Amendment* was progressed by the Council to implement rezoning outcomes including increasing housing density along The Parade, as well as promoting main street character, consistent with the Structure Plan.

The Structure Plan proposed the encouragement of retail, commercial and home office shopfronts with residential accommodation above (3-6 storeys, and up to 7 storeys on strategic sites) in the 'Activity Centre, The Parade (then zoned District Centre – now Urban Corridor (Main Street) Zone).

The 30-Year-Plan for Greater Adelaide places a significant focus on urban growth around transit corridors and in the walking catchment of strategic activity centres (which include The Parade).

It also includes the following policies relating to design quality and heritage:

Design quality

- P27 Provide for transitions between higher density and multi-storey, mixed use development in activity centres, corridors and existing detached housing precincts.
- P29 Encourage development that positively contributes to the public realm by ensuring compatibility with its surrounding context and provides active interfaces with streets and public open spaces.
- P30 Support the characteristics and identities of different neighbourhoods, suburbs and precincts by ensuring development considers context, location and place.
- P31 Recognise the unique character of areas by identifying their valued physical attributes.

Heritage

- P33 Recognise that the value that communities place on heritage and ensure that new development is implemented sensitively and respectfully.

Under the new planning system, new entities can make amendments to the *Planning & Design Code* (such as land owner proponents), however the Council's role in initiating amendments to the Code is reduced in comparison to the repealed *Development Act, 1993*.

It is important to note that under current arrangements, the Council **cannot** submit a Code Amendment to amend Overlay or Zone policies. The rationale for this is that the Code is supposed to optimise consistency across Local Government Areas and Overlay and Zone policy apply in a number of different Councils – except for zones in the City of Adelaide.

A Subzone enables policy in a Zone to be varied in limited circumstances. It is technically an option for the Council to seek to introduce more nuanced local policy by creating a Subzone.

(For example, in the City of Adelaide there are five Subzones in the City Main Street Zone.)

At present, the Urban Corridor (Main Street) Zone applies in eight (8) different locations in six (6) Council areas (including two locations in City of Norwood Payneham & St Peters).

It is noted that there are a range of other Planning and Design Code zones enabling higher-density infill development to support housing and population growth along arterial road corridors in inner suburban contexts like The Parade. The Code does not always apply the same zones and/or policies to address comparable issues in broadly similar contexts. Unley Road, O'Connell Street and The Parade, for example, are treated differently and there are Subzones used in the City of Adelaide to reflect local context, but not in 'corridor' zoning in adjoining Councils or at Glenelg.

The policy framework is complex, yet the policy detail is often lacking or insufficiently sensitive to local context to avoid some adverse impact on significant values of place. This is evident in key provisions guiding development in the Urban Corridor (Main Street) Zone along part of The Parade.

The following summarises some key policy issues and options:

1. Building Height

The building height of six levels plus 30% (2 levels) effectively, enables a maximum height of eight (8) level, higher than what may be regarded as human scale. The policies contained in the former Development Plan were more responsive to existing physical character and set a maximum of six (6) levels with levels above 2-3 storey podium height required to be substantially setback from The Parade. Amending the maximum building heights along The Parade portion of the Urban Corridor (Main Street) Zone would need to reduce height to four (4) or five (5) storeys to overcome the effect of the additional 30% height if the relevant 'bonus height' criteria are met. It should be noted that the Council has previously opposed 'bonus height' policies in multiple submissions to the Commission and Minister for Planning.

2. Subzone to ensure a Maximum Building Height befitting The Parade

The Parade's distinctive main street character could potentially be better addressed by introducing a Subzone which includes policies which 'override' the zone level Significant Development Site policy. The subzone provisions however would not over-ride the 'bonus height' provisions in the Affordable Housing Overlay (which Council is unable to amend directly).

According to the Plan SA *Guide to the Planning & Design Code* (June 2022):

"Policy in a subzone may vary or build upon policy in the 'parent' zone. Policies (Assessment Provisions) in subzones apply to unique variations in the character of a particular part of a zone. Subzones cannot apply in more than one zone. Subzones do not contain classification tables or procedural matters tables, but classification tables in the parent zone specify the policies and rules that apply in the subzone."

It is unclear if this would be supported by the State Planning Commission and the Minister, and the Council would need to provide full justification as to why an area included in the Subzone, should be different to other places where the zone applies including places in other Council areas – as advised by representatives of the Code Control Group within Planning and Land Uses Services in a recent meeting with staff.

3. Upper level setback

The Urban Corridor (Main Street) Zone DPF 2.1 anticipates a 2m front setback for building of three (3) levels or above:

Buildings:

- a) *include a clearly defined podium or street wall with a maximum building height of 2 building levels or 8m, or higher where it matches the existing street wall of adjoining buildings*
- b) *have levels above the defined podium or street wall setback a minimum of 2m from that wall*

This front setback is significantly less than the six (6) metre setback guideline of the District Centre (Norwood) Zone (PDC 10) in the Council's repealed Development Plan. An amendment could seek to address concerns about impact on the main street character and heritage values of The Parade, but a Zone policy content change cannot be initiated by a Council and would have to be led by the State Planning Commission.

Scope for Amending the Code

Progressing a Code Amendment (be that Council led or a request to the Commission) would require further investigations including understanding the position of other Councils with the same zones and potentially similar concerns. A number of Councils working together is likely to strengthen the case for Code Amendments to address cross-Council issues affecting multiple Local Government Areas, however, such investigations would be resource intensive and there is no certainty of a successful outcome.

Discussion at staff-level with the Code Control Group of Planning and Land Use Services, has yet to provide sufficient clarity over a preferred pathway. Initial discussions late in 2022, indicated the State Planning Commission, may not be supportive of reducing height limits along The Parade and that a policy change by the Council could instead be confined to reviewing the upper-level setbacks only (for example, from the current 2 metres to a possible return to 6 metres for upper levels, in accordance with the former Development Plan policy. More recent discussions have indicated a hesitancy about pre-empting the findings of the Independent Expert Panel's final report and a sense that to some extent, opportunities to add detail to the Code are in a state of flux.

OPTIONS

Option 1: Council to Initiate a Code Amendment

The Council can opt to initiate (with the consent of the Minister) a Code Amendment to vary the maximum building height in the Technical & Numeric Variation (TNV) layer and to introduce a Subzone to add or vary other policies to better achieve a desired 'human scale' character for buildings fronting The Parade.

A Proposal to Initiate would be assessed by the State Planning Commission and must be approved by the Minister. However, the Council would not be able to amend the Affordable Housing Overlay which contains the additional 30% 'height bonus'. Also, there is no guarantee any particular or all of the potential policy changes able to be proposed will be agreed.

To justify this change, there is a high likelihood that the Council will be expected to assess affected contexts in the same Zone in other Local Government Areas.

If there is a shared understanding that changes to the Zone (in full or part) would be desirable across more than one Local Government Area, it would be preferable to request that the State Planning Commission initiate a Code amendment (Option 2), rather than the Council seeking to initiate an amendment of more restricted scope in terms of policies able to be amended.

It would be premature to submit a proposal which is specific to The Parade without further exploration of the potential for more effective policy change also affecting other areas in other Local Government Areas.

Option 1 is not recommended at this time, given current high uncertainty about this pathway.

Option 2: Request Amendment prepared by the State Planning Commission

The Council can opt to request that the Commission amend building height, setback and other provisions in the Urban Corridor (Main Street) Zone as they affect The Parade (and possibly other areas if investigations and consultations supports this).

Before doing so, it would be prudent to undertake further analysis of the locations which are zoned Urban Corridor (Main Street) to gain the support of other affected Councils ahead of requesting the Commission to amend the Code.

If the outcome was that the Commission was supportive of change to the policies in the Code, it may expect Local Government to fund an amendment advocated by the affected Council/s, and/or set other conditions for its support.

The relatively small number of Councils and locations which are affected may auger well for a co-ordinated approach. While it may be harder to establish a rationale for amendments that encompass all of the locations that are zoned Urban Corridor (Main Street), if each location has distinctive features that lend themselves to differentiation, in respect to the type of policies, this may nonetheless potentially strengthen the rationale for a Subzone or other locally nuanced policy for The Parade.

Differing priorities, awareness and perceptions of the issues among Councils may be factors which could influence the success of a co-ordinated approach.

This option is considered to be a 'long shot', as the Commission's appetite for such a change is unknown and even if the Commission did lead the process, there is no guarantee of 'buy in' from other affected Councils.

Option 2 is not recommended at this time, given the high uncertainty of the scope of the Commission's priorities.

Option 3: Alternative P& D Code Zone

A different (close fit) zone from within the Code policy library could be pursued as a possible way around some of the policy dilemmas with the Urban Corridor (Main Street) Zone.

Any such replacement zone for The Parade's Urban Corridor (Main Street) Zone, would need to prescribe height maxima (via a Technical and Numeric Variation layer) to suit The Parade's context and desired character.

However, it must be assumed that the Affordable Housing Overlay would still apply, hence a height bonus of 30% would still apply over and above the Local Variation maximum height (meaning a proposed building of eight (8) storeys would meet the six (6) storey "maximum" if 15% of the dwellings were for affordable housing).

Also, an alternative zoning is very hypothetical and has not yet been subject to investigation. Key tests of suitability would be retaining the current range of envisaged types of development and support for urban infill in this arterial corridor location, as envisaged in the 30-Year-Plan for Greater Adelaide. Another would be to provide a better framework for context-sensitive design than the Urban Corridor (Main Street) Zone provides at present.

Option 3 would need to be assessed in further detail, before it could be considered as a viable option.

Option 4: – Await the outcome of the Expert Panel on Planning Reform Implementation

The Expert Panel on Planning Reform Implementation is expected to report to the Minister by April 2023 and once the State Government releases its response, greater clarity may be provided on the Commission's appetite for entertaining the type of nuanced policy the Council is seeking be included in the *Planning & Design Code*. As such, there is some value in the Council awaiting the outcomes of the Expert Panel's reform recommendations before embarking on a Code Amendment for which there is little certainty of success. This approach will minimise the risk of wasting significant staff resources in the short term on policy reform that may not get authorised or even supported by other councils.

With minimal investment of staff resources, preliminary investigations can be undertaken to ascertain the appetite for policy change by other councils affected by the Urban Corridor (Main Street) Zone. This would place the Council in a better position to make an informed decision on the extent to which it should pursue the policy changes to the Code, once the Expert Panel recommendations are known.

This option is recommended.

Option 5: – Do Nothing

The Council could do nothing and accept that it is unlikely to be able to amend policy in the Code to the extent it desires.

This option is not recommended as the Council has a role to play in affecting planning policy changes, albeit not to the extent it did under previous planning system.

This option would not respond to the issues that have been raised about maintaining the human scale and High Street appearance of The Parade, whilst encouraging appropriate commercial and residential development.

Option 5 is therefore not recommended.

CONCLUSION

The Expert Panel on Planning Reform Implementation will report to the Minister by April 2023 – all things being equal, following which the State Government will make its recommendations for change. Submissions to the Expert Panel have not yet been published, so it is difficult to determine if other Councils or stakeholders may have called for a review of the policy content within the Urban Corridor Zones. At this stage, it is also unknown what extent of support will be offered to Councils to work more collaboratively with the State Planning Commission to explore greater local policy nuance in the Planning and Design Code, better reflecting the Council's and community's expectations.

A Code Amendment proposal or request to the Commission by the Council, may require a review encompassing more than one Local Government Area to justify any departures from or changes to default policy settings. If there are such issues affecting multiple Local Government Areas, a request for the State Planning Commission to prepare a Code Amendment, in theory, offers greater potential for policy coherence. All options pre-suppose common ground on a proposal for Code amendment, with at least some onus on the Council to investigate and develop the justification for this.

More specific recommendations could follow the release of the Expert Panel's findings and recommendations which may potentially open up more opportunities for Council to initiate or advocate for Code amendments.

In the meantime, it will be prudent to learn more about any need for amendment beyond this Council's boundaries and avenues for cooperation involving other Councils potentially with similar issues.

COMMENTS

A range of pathways have been presented in this report, reflecting the current policy review process of the Expert Panel, which would be prudent to await before proceeding with significant commitment of resources. If the Council sought to immediately embark on a Code Amendment process, Option 1 would be the best pathway forward, however this is not the staff recommendation and it is very speculative.

RECOMMENDATION

That the Council notes the expected timing of release of the recommendations of the Expert Panel on Planning Reform in April 2023, following which a further report will be prepared for Council's consideration, recommending the preferred pathway for the Council's consideration.

Attachments – Item 11.2

Attachment A

Planning & Design Code Policy Options for Building Heights and Upper Level Setbacks for Developments on The Parade, Norwood

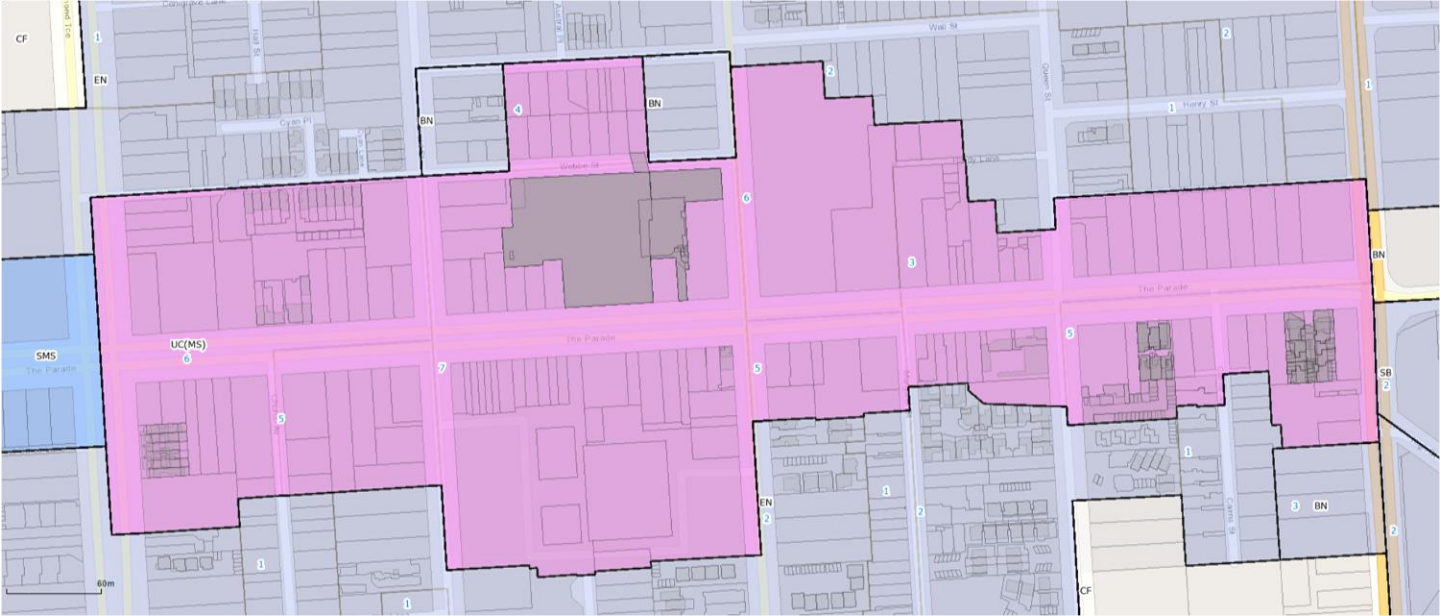
City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

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City of
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Payneham
& St Peters

EXTENT OF URBAN CORRIDOR (MIXED USE) ZONE ALONG THE PARADE
(numbers indicate maximum height in levels)



Attachment B

Planning & Design Code Policy Options for Building Heights and Upper Level Setbacks for Developments on The Parade, Norwood

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

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Significant Development Sites Height Bonus Policy - Urban Corridor (Main Street) Zone

PO 5.1

Consolidation of significant development sites (a site with a frontage over 25m to a primary road corridor and over 1500m² in area, which may include one or more allotments) to achieve increased development yield, provided that off-site impacts can be managed and broader community benefit is achieved in terms of design quality, community services, affordable housing provision, or sustainability features.

DTS/DPF 5.1

Development on significant development sites (a site with a frontage over 25m to a primary road corridor and over 1500m² in area, which may include one or more allotments) up to 30% above the maximum building height specified in DTS/DPF 3.1 (rounded to the nearest whole number) where it:

- a) incorporates the retention, conservation and reuse of a building which is a listed heritage place or an existing built form and context that positively contributes to the character of the local area
- b) includes more than 15% of dwellings as affordable housing
or
- c) includes at least:
 - i) three of the following:
 - A. high quality open space that is universally accessible and is directly connected to, and well integrated with, public realm areas of the street
 - B. high quality, safe and secure, universally accessible pedestrian linkages that connect through the development site
 - C. active uses are located on the public street frontages of the building, with any above ground car parking located behind
 - D. a range of dwelling types that includes at least 10% of 3+ bedroom apartments;
 - E. a child care centre.
 - ii) three of the following:
 - A. a communal useable garden integrated with the design of the building that covers the majority of a rooftop area supported by services that ensure ongoing maintenance;
 - B. living landscaped vertical surfaces of at least 50m² supported by services that ensure ongoing maintenance
 - C. passive heating and cooling design elements including solar shading integrated into the building
 - D. higher amenity through provision of private open space in excess of minimum requirements by 25% for at least 50% of dwellings.



Attachment C

Planning & Design Code Policy Options for Building Heights and Upper Level Setbacks for Developments on The Parade, Norwood

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

Telephone 8366 4555
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Affordable Housing Overlay Height Bonus Policy

<p>PO 3.2</p> <p>To support the provision of affordable housing, building heights may be increased above the maximum specified in a zone.</p>	<p>DTS/DPF 2.2</p> <p>Where a building incorporates dwellings above ground level and includes at least 15% affordable housing, the maximum building height specified in any relevant zone policy can be increased by 1 building level in the:</p> <ul style="list-style-type: none"> a. Business Neighbourhood Zone b. City Living Zone c. Established Neighbourhood Zone d. General Neighbourhood Zone e. Hills Neighbourhood Zone f. Housing Diversity Neighbourhood Zone g. Neighbourhood Zone h. Master Planned Neighbourhood Zone i. Master Planned Renewal Zone j. Master Planned Township Zone k. Rural Neighbourhood Zone l. Suburban Business Zone m. Suburban Neighbourhood Zone n. Township Neighbourhood Zone o. Township Zone p. Urban Renewal Neighbourhood Zone q. Waterfront Neighbourhood Zone <p>and up to 30% in any other zone, except where:</p> <ul style="list-style-type: none"> a. the development is located within the Character Area Overlay or Historic Area Overlay; or b. other height incentives already apply to the development.
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Section 2 – Corporate & Finance
Reports

11.3 MONTHLY FINANCIAL REPORT – JANUARY 2023

REPORT AUTHOR: Manager, Finance
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: qA101554
ATTACHMENTS: A

PURPOSE OF REPORT

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

BACKGROUND

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

RELEVANT STRATEGIC DIRECTIONS AND POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Financial sustainability is as an ongoing high priority for the Council. The Council adopted a Budget which forecasts an Operating Surplus of \$861,695 for the 2022-2023 Financial Year. The Second Budget update being presented at this meeting proposes that the Operating Surplus is now at \$867,032 for the 2022-2023 Financial Year.

For the period ended January 2023, the Council's Operating Surplus is \$1,967,000 against a budgeted Operating Surplus of \$990,000, resulting in a favourable variance of \$977,000.

Further details of the January 2023 Operating Surplus are set out in the Discussion section of this report.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

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

DISCUSSION

For the period ended January 2023, the Council's Operating Surplus is \$1,967,000 against a budgeted Operating Surplus of \$990,000, resulting in a favourable variance of \$977,000.

Investment income continues to be favourable against budget due to the current interest rate which is being received from the Local Government Finance Authority for cash at bank, being higher than budgeted as well as the quantum of funds being held being higher than expected due to the timing of expenditure on projects (as advised at the last Council meeting).

User Charges are \$90,000 unfavourable to the Adopted Budget. The St Peters Child Care Centre and Preschool is currently showing a \$104,067 deficit in revenue compared to the Adopted Budget. This reduction is however being offset by a reduction in staff and other costs of \$73,000.

Reimbursements are \$115,000 favourable to the Adopted Budget due to Federal funding being received by the Council for Boost Apprenticeship Commencement Wage Subsidies (\$120,105).

Employee expenses are \$570,000 (6%) favourable to the Revised Budget. The driving factors behind this variance are a result of budgeted staff positions that were vacant at the commencement of the financial year. Some of these positions are now filled and others are currently undergoing recruitment. Where required, activities and functions have been back filled by utilisation of temporary staff, consultants or contractors.

Contracted Services are \$112,000 (2%) unfavourable to the Revised Budget. These variances are spread across many services used by the Council and are a mix of timing differences and under and over spending.

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

OPTIONS

Not Applicable.

CONCLUSION

Not Applicable.

COMMENTS

Not Applicable.

RECOMMENDATION

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

Attachments – Item 11.3

Attachment A

Monthly Financial Report January 2023

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

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

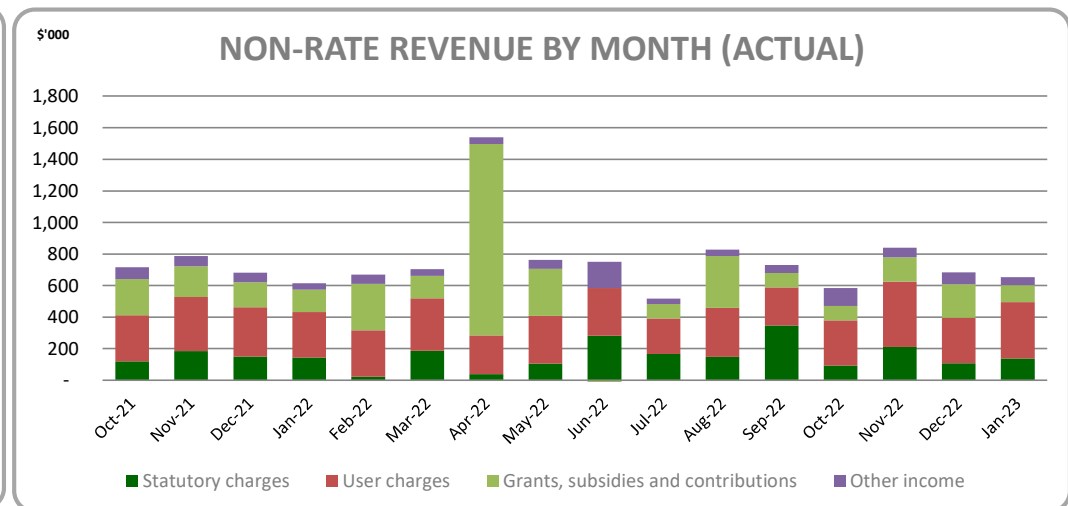
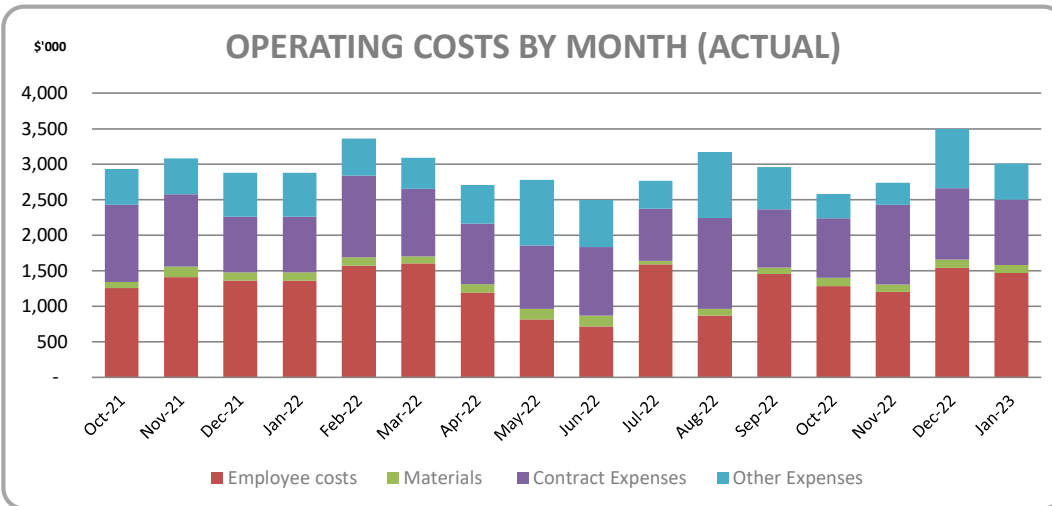


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& St Peters**

CITY OF NORWOOD PAYNEHAM & ST PETERS

Financial Performance for the period ended 31 January 2023					
LYTD Actual		YTD Actual	YTD Revised Budget	Var	Var %
\$'000		\$'000	\$'000	\$'000	
	Revenue				
22,073	Rates Revenue	23,315	23,287	28	0%
1,307	Statutory Charges	1,218	1,287	(69)	(5%)
2,086	User Charges	2,119	2,209	(90)	(4%)
1,692	Grants, Subsidies and Contributions	1,072	1,054	18	2%
12	Investment Income	120	27	94	353%
375	Other	308	277	31	11%
4	Reimbursements	125	10	115	1,194%
27,549	Total Revenue	28,277	28,150	127	0%
	Expenses				
9,552	Employee Expenses	9,415	9,985	570	6%
5,848	Contracted Services	6,517	6,405	(112)	(2%)
300	Energy	235	295	60	20%
468	Insurance	526	480	(46)	(10%)
450	Legal expense	209	137	(72)	(52%)
250	Materials	255	334	78	23%
438	Parts, Accessories and Consumables	419	509	89	18%
107	Water	185	320	135	42%
2,539	Sundry	2,700	2,816	117	4%
5,263	Depreciation, Amortisation and Impairment	5,579	5,579	-	-
286	Finance Costs	270	300	31	10%
105	Net Loss - Joint Ventures & Associates	-	-	-	-
25,605	Total Expenses	26,310	27,161	851	3%
1,944	Operating Surplus/(Deficit)	1,967	989	978	99%

Summary of Net Cost of Divisions for the period				
Division	YTD Actual	YTD Revised Budget	Var	Var %
	\$'000	\$'000	\$'000	
Chief Executive Office	(2,183)	(2,439)	256	10%
Corporate Services	(8,502)	(8,564)	62	1%
Governance and Community Affairs	(1,115)	(1,456)	341	23%
Urban Planning and Environment	(1,455)	(1,543)	89	6%
Urban Services	(8,093)	(8,295)	203	2%
Operating Surplus/(Deficit) (before Rate Revenue)	(21,348)	(22,298)	949	4%
Rate Revenue	23,315	23,286	29	0%
Operating Surplus/(Deficit)	1,967	989	978	99%

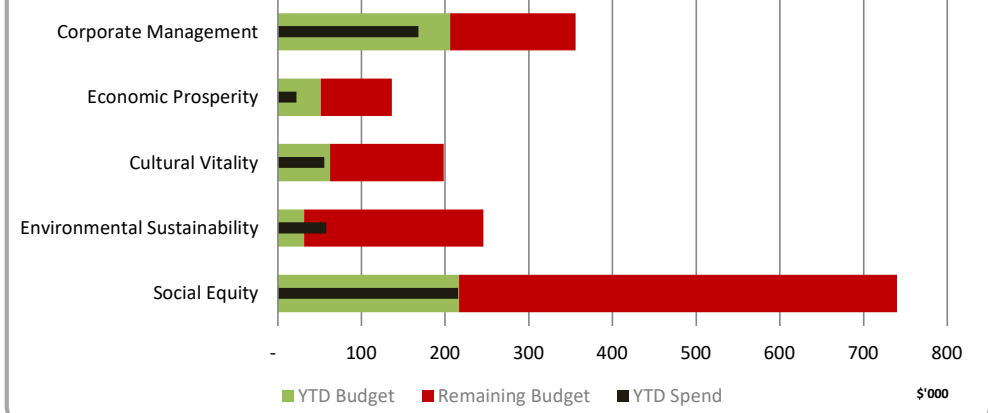


CITY OF NORWOOD PAYNEHAM & ST PETERS

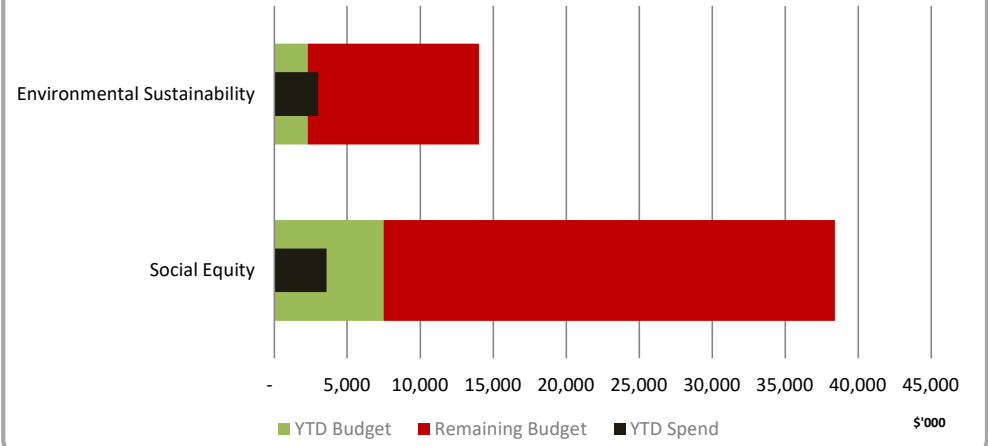
Project Summary for period ended 31 January 2023

	YTD Actual	YTD Revised Budget	Remaining Budget
	\$'000	\$'000	\$'000
Operating Projects			
Income			
Corporate Management	-	-	-
Economic Prosperity	-	-	-
Cultural Vitality	-	-	-
Environmental Sustainability	-	60	60
Social Equity	-	-	477
Total Income	-	60	537
Expenses			
Corporate Management	168	318	150
Economic Prosperity	22	107	85
Cultural Vitality	56	191	135
Environmental Sustainability	58	272	214
Social Equity	216	739	523
Total Expenses	519	1,626	1,107
Net Cost of Operating Projects	(519)	(1,566)	(570)
Capital Projects			
Income			
Corporate Management	-	-	-
Economic Prosperity	-	-	-
Cultural Vitality	-	-	-
Environmental Sustainability	80	200	5,106
Social Equity	10	68	4,854
Total Income	90	268	9,959
Expenses			
Corporate Management	38	74	273
Economic Prosperity	276	421	774
Cultural Vitality	129	-	86
Environmental Sustainability	3,010	2,298	11,723
Social Equity	3,572	7,489	30,932
Total Expenses	7,026	10,282	43,787
Net Cost of Capital Projects	(6,935)	(10,013)	(33,828)

SERVICE INITIATIVES (inc. Carry Forwards)



NEW ASSETS & RENEWALS (inc. Carry Forwards)

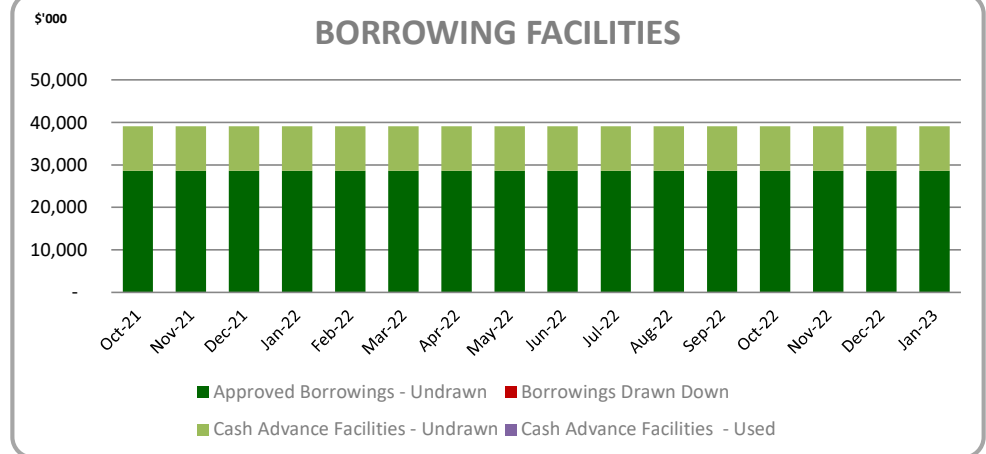
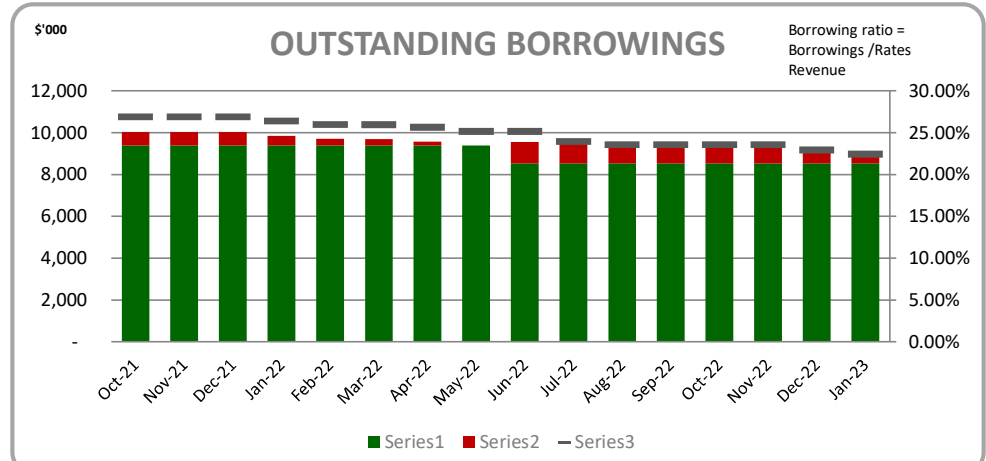
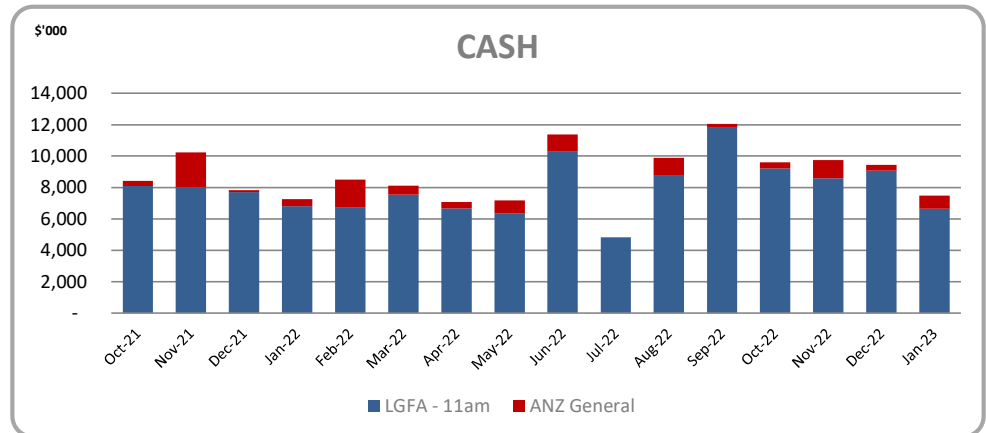


CITY OF NORWOOD PAYNEHAM & ST PETERS

Statement of Financial position as at 31 Jan 23

	Jan-23	Dec-22	Movement	June 2022
	Actual	Actual		
	\$'000	\$'000	\$'000	\$'000
ASSETS				
Current Assets				
Bank and Cash	7,613	9,457	(1,843)	11,393
Accounts receivables	18,830	19,820	(989)	3,255
Less : Provision for Bad Debts	(580)	(580)	(0)	(580)
Total Current Assets	25,863	28,696	(2,833)	14,068
Non-current Assets				
Financial Assets	113	113	-	113
Investments in Joint Ventures	2,009	2,131	(122)	1,931
Infrastructure, Property, Plant and Equipment	549,430	548,376	1,053	548,034
Total Non-current Assets	551,552	550,620	932	550,078
Total Assets	577,415	579,316	(1,901)	564,146
LIABILITIES				
Current Liabilities				
Trade and Other Payables	25,406	27,976	(2,570)	13,031
Borrowings	397	553	(157)	1,021
Provisions	2,717	3,004	(287)	3,004
Total Current Liabilities	28,520	31,533	(3,013)	17,055
Non-current Liabilities				
Borrowings	8,527	8,527	(0)	8,527
Provisions	1,280	1,017	263	1,280
Investments in Joint Ventures	742	864	(122)	904
Total Non-current Liabilities	10,549	10,408	141	10,712
Total Liabilities	39,069	41,941	(2,871)	27,767
NET ASSETS	538,346	537,376	970	536,379
EQUITY				
Accumulated Surplus	64,676	63,706	970	62,709
Asset Revaluation Reserves	473,670	473,670	-	473,670
TOTAL EQUITY	538,346	537,376	970	536,379

Key areas to highlight YTD :



11.4 2022-2023 MID YEAR BUDGET REVIEW

REPORT AUTHOR: Accountant
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4585
FILE REFERENCE: fA21388/A577353
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 2023, following the Mid-Year Budget Review. The forecast is based on the year-to-date December 2022 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. Budget Update; and
2. Mid-year Budget Review.

1. Budget Update

The Budget Update Report sets out a revised forecast of the Council’s Operating and Capital investment activities compared with the estimates for those activities which are set out in the Adopted Budget. The Budget Update is required to be presented in a manner which is 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 must include a revised forecast of the Council’s Operating and Capital investment activities compared with estimates set out in the Adopted Budget, however the Local Government Association of SA has recommended 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.

2. Mid-Year Review

The Mid-Year Budget Review must be considered by the Council between 30 November and 15 March (both dates 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

Not Applicable.

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 2022 and forecast the 2022-2023 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 2023 and has no direct external economic impacts.

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

There are no resource implications arising from this issue.

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 5 December 2022.

- **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 1999* 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 2022-2023 Adopted Operating Budget, projected an Operating Surplus of \$861,000. At the Council meeting held on 5 December 2022, the Council considered and endorsed the First Budget Update, which reported a forecast Operating Surplus of \$720,000.

Following the Mid-Year Budget Review, as presented in this report, the Council is forecasting an Operating Surplus of \$867,000.

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

A. Recurrent Operating Budget

For 2022-2023, the Recurrent Operating Budget forecast a Recurrent Operating Surplus of \$2.025 million, which was reduced to \$1.869 million following the First Budget Update.

As a result of the Mid-Year Budget Review, the Recurrent Operating Surplus is forecast to be \$2.012 million with an increase of \$142,568 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) \$
General movements	
Based upon the tendering and the construction of the Payneham Memorial Swimming Centre Project, the budgeted loan debenture interest expenses is reduced to reflect the scheduling of the Council's borrowings for this project.	357,420
The Council has applied for and received the funding from National Australia Day Council for the Council's Australia Day event.	20,000
The electricity price for the second half of financial year has increased due to market fluctuations. The LGAP negotiated for the Council until June 2023 and the increase for the second half of the year is 200% for Origin and 260% on Iberdrola.	(196,086)
The legal fees for Elected Members are increased due to various Elected Members' conduct issues and extra \$5,000 is requested for Elected Members' mandatory training.	(35,000)
Funding is requested to prepare Visitor Parking Permit booklet.	(3,500)

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 2022-2023 Adopted Operating Projects Budget forecast a cost to the Council of \$1.697 million.

Carried Forward Operating Project expenditure was estimated as part of the Adopted Budget to be \$185,000. Following the First Budget Update, the value of carried forward expenditure is \$271,041. 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 \$1.701 million, the Mid-Year Budget Update is estimating a slight decrease in this figure to \$1.697 million. The Operating Projects changes are detailed in Table 2.

TABLE 2: SIGNIFICANT MOVEMENT IN OPERATING PROJECT BUDGET FROM THE ADOPTED BUDGET

Service Initiative	Increase/ (Decrease) \$
Funding is requested to install AutoIMAGE program and pay for the first year's license fees. AutoIMAGE is a web application program which allows the people who receive the expiation notice from the Council can log in and view fine details including photos of their vehicles.	9,500
Savings in Sustainable Gardens Awards due to many of activities being conducted by internal staff and no Awards ceremony and prizes being presented during this financial year.	(8,000)
The Youth Sports week scheduled for the 2022-2023 Financial Year is not proceeding as an Action Plan is currently being prepared to review the projects for young people.	(6,000)

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 1 May 2023.

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

C. Capital Projects

The Council adopted a Capital Budget of \$49.641 million for 2022-2023, which comprised funding allocations for New Capital Projects involving new or the upgrading of existing assets (\$29.906 million), the renewal/replacement of existing assets (\$8.794 million) and Carried Forward Projects from 2021-2022 (\$13.941 million).

The First Budget Update forecast the cost of Capital Projects to be \$50.813 million. The increase is predominately due to a number of projects which were initially anticipated to be completed by 30 June 2022 being delayed or still being in progress as at 30 June 2022. Following the Mid-Year Budget Review, the Capital Project expenditure is forecast to decrease by \$26.375 million to \$24.438 million. The budget variations identified in the Mid-Year Review are detailed in Table 3 below:

TABLE 3: MAJOR VARIANCES IN CAPITAL PROJECT BUDGET - MID-YEAR BUDGET REVIEW

Capital Project	Increase/ (Decrease) \$
At the Council Meeting held on 5 December 2022, the funding of \$570,000 was approved to construct a new kiosk at the Norwood Oval and \$120,000 was approved to contribute towards to the construction of permanent coaches and media boxes at the Norwood Oval.	690,000
At the Council Meeting held on 5 December 2022, the contractor is appointed to undertake the construction of Dunstan Adventure Playground Upgrade. The additional funding is requested in accordance with the approved tender.	600,000
The funding for Trinity Valley Drainage Design is carried forward to 2022-2023 financial year to continue to carry on the detailed design.	258,000
Funding is requested to purchase and install LG Solutions. LG Solutions is a cloud-based year-end financial reporting system which is designed to meet the annual South Australia's Local Government's Finance Statement model requirements and is widely used by other councils.	10,000
The funding for the project of Electronic Document Management System is reduced as the design of the system will be undertaken by the Council's Information Services (IS) staff.	(83,000)
The cost of Capital Projects which are forecast not to be completed by 30 June 2023 and are required to be carried forward to 2023-2024. The full list of projects being carried forward are shown in Table 4.	(27,850,000)

At the Third Budget Review, the Capital Projects not expected to be completed in the 2022-2023 Financial Year is \$27.85 million.

TABLE 4: CAPITAL PROJECTS NOT EXPECTED TO BE COMPLETED IN 2022-2023

Capital Project	\$
Payneham Memorial Swimming Centre Upgrade - The tender and awarding of this contract being completed this financial year. Construction is planned to commence from July 2023. The 2022-2023 Budget allocation for construction is therefore required to be carried forward to the 2023-2024 Financial Year.	15,000,000
Stormwater Drainage Infrastructure Works: <ul style="list-style-type: none"> • Trinity Valley Drainage Stage 2 and 3 - \$6.85 million • Hatswell Street & Regent Street Drainage Upgrade - \$250,000 The design and the procurement will be completed during the 2022-2023 Financial Year. The construction work is scheduled to be undertaken in the 2023-2024 Financial Year following the wet season.	7,050,000
Burchell Reserve Upgrade – The tender assessment is in progress. A report to award the construction contract will be presented to the Council at its April 2023 meeting. Construction will commence from late April / May 2023 and is forecast to be completed in December 2023. There will only be two (2) months of construction work undertaken this financial year. The remaining budget for construction is required to be carried forward to the 2023-2024 Financial Year.	2,000,000
River Torrens Linear Park Path Upgrade Project -The project is carried forward due to complexities in the design associated with constructability, which has delayed the commencement of the construction phase.	1,500,000
The Parade Master Plan – Design development is in progress. The Project Working Group has been established with the Department for Transport and Infrastructure (DIT) to focus on coordination of the design and upgrade of The Parade with DIT’s scheduled road reseal between Fullarton Road and Osmond Terrace in the 2024-2025 Financial Year. The remaining budget for detail design and documentation is required to be carried forward to the 2023-2024 Financial Year.	1,000,000
George Street Upgrade Project – The detail design and documentation for the George Street Upgrade Project and associated stormwater works, is due to be completed this financial year. Coordination with third party service providers and stakeholders is ongoing. Tender and construction is planned to occur next financial year. The entire budget for construction is required to be carried forward to the 2023-2024 Financial Year.	800,000
Cruickshank Reserve Facility Upgrade Project – Assessment of tenders is in progress. A report to award the contract will be presented at the Council at its April 2023 meeting. Construction will commence on-site from late April / May 2023 and is forecast to be completed in November 2023. There will only be two (2) months of construction work undertaken this financial year. The remaining budget for construction is required to be carried forward to the 2023-2024 Financial Year.	500,000
TOTAL CAPITAL PROJECTS NOT EXPECTED TO BE INCURRED IN THE 2022-2023	27,850,000

It is not expected that the increase in capital expenditure for the 2022-2023 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 the 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 to be held on 1 May 2023.

Details of the Capital Projects are 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 matter:

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 decisions made by the Council since the adoption of the 2022-2023 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 the 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.

Attachments – Item 11.4

Attachment A

2022-2023 Mid Year Budget Review

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

FINANCIAL YEAR 2022-2023 MID-YEAR BUDGET REVIEW OPERATING PROJECTS PROGRESS

Project Description	2022-2023 Original Budget	First Budget Reivew Additional Carry Forward Budget	First Budget Update Request	First Budget Update	Mid Year Budget Update Request	Mid Year Budget Update	YTD Spending by December 2022	Has Project Commenced? (Y/N)	If Not, When wil Commence?	Has Project Completed? (Y/N)	Forecasted Completion Date
TOUR DOWN UNDER	55,000			55,000		55,000	28,016	Y		N	Feb-23
ACCESS & INCLUSION ACCESS PLAN	10,000			10,000		10,000	994	Y		N	Jun-23
LAND & BUILDING VALUATION	75,000			75,000		75,000	-	N	Jan-23	N	Jun-23
YOUTH ARTS & EVENTS PROGRAM						0	100	Y		N	Jun-23
RESILIENT EAST PERIODIC PROJECT CONTRIBUTIONS	13,000			13,000		13,000	-	N	Jun-23	N	Jun-23
OPEN SPACE ASSETS CONDITION AUDIT & VALUATION		9,550		9,550		9,550	(1,800)	Y		Y	
LOCAL GOVERNMENT ELECTIONS	200,000			200,000		200,000	139,900	Y		Y	
SUSTAINABLE GARDEN AWARDS	11,000			11,000	(8,000)	3,000	2,805	Y		N	Mar-23
CHILDREN BOOKWEEK PROGRAM						0	2,200	Y		Y	
CITY WIDE PARKING REVIEW	10,000		20,000	30,000		30,000	10,956	Y		N	Jun-23
PEOPLE PLACE & ACTIVITY STRATEGY	30,000			30,000		30,000	-	N	Feb-23	N	Jun-23
CITY WIDE BUSINESS AWARDS	40,000			40,000		40,000	660	Y		N	Jun-23
AGE FRIENDLY WAYFINDING PROGRAM	20,000			20,000		20,000	-	N	Feb-23	N	Jun-23
STREET TREE PLANTING	100,000	31,549		131,549		131,549	-	N	Mar-23	N	Jun-23
CULTURE & BUSINESS EXCELLENCE DEVELOPMENT		4,559		4,559		4,559	-	Y		N	Jun-23
ADDITIONAL LEVEL ON THE WEBBE ST PARKING	25,000			25,000		25,000	621	Y		N	Jun-23
WORK HEALTH & SAFETY INITIATIVES		2,605		2,605		2,605	-	Y		N	Jun-23
STREET LIGHTING RENEWAL & UPGRADE	40,000			40,000		40,000	23,849	Y		N	Jun-23
SMART CITY TECHNOLOGY PLAN			15,000	15,000		15,000	537	Y		N	Jun-23
REGIONAL PUBLIC HEALTH & WELLBEING PLAN	10,000			10,000		10,000	-	N	Feb-23	N	Jun-23
DOG & CAT MANAGEMENT PLAN EDUCATION CAMPAIGN	20,000	10,000		30,000		30,000	2,953	Y		N	Jun-23
RAISING THE BAR ADELAIDE	37,000			37,000		37,000	21,474	Y		N	Jun-23
TRAFFIC MANAGEMENT	101,000			101,000		101,000	72,144	Y		N	Jun-23
TREE MANAGEMENT POLICY AND STRATEGY	45,000			45,000		45,000	1,677	Y		N	Jun-23
CORPORATE UNIFORM	10,394			10,394		10,394	-	Y		N	Jun-23
SPEED LIMIT IMPLEMENTATION	25,000			25,000		25,000	3,132	Y		N	Jun-23
TRAFFIC STUDY		8,342		8,342		8,342	25,019	Y		N	Jun-23
YOUTH STRATEGY	45,000			45,000	(6,000)	39,000	4,835	Y		N	Jun-23
URBAN GREENING PROGRAM 2022	25,000			25,000		25,000	-	N	Mar-23	N	Jun-23
GREENING OF VERGES PROGRAM	25,000	19,436		44,436		44,436	45,020	Y		N	Jun-23
PUBLIC ART STRATEGY	30,000			30,000		30,000	-	N	Feb-23	N	Jun-23
ADOPT A TREE	2,000			2,000		2,000	1,440	Y		N	Jun-23
OPEN SPACE & PLAYGROUND STRATEGY	15,000			15,000		15,000	-	N	Jan-23	N	Jun-23
MARRYATVILLE PRECINCT MASTER PLAN	40,000			40,000		40,000	-	N	Feb-23	N	Jun-23
SERVICE REVIEWS NPSP	100,000			100,000		100,000	-	N		N	Jun-23
CONCERT SERIES IN NORWOOD CONCERT HALL	36,000			36,000		36,000	5,258	Y		N	Jun-23
SPRINGFEST (CANCELLED)	75,000		(75,000)			0	-	Y		Y	Jun-23
SIGNALISED PAC MAGILL ROAD	230,000			230,000		230,000	-	N	Feb-23	N	Jun-23
SYDNEHAM ROAD LIGHTING UPGRADE	60,000			60,000		60,000	13,110	Y		N	Jun-23
40KPH EVALUATION STEPNEY & MAYLANDS	25,000			25,000		25,000	-	N	Jan-23	N	Jun-23
HERITAGE PROTECTION CODE AMENDMENTS/POLICY REVIEWS	70,000			70,000		70,000	958	Y		N	Jun-23
VIEW YOUR FINE SOFTWARE - REGULATORY SERVICES					9,500	9,500	-	N	Mar-23	N	Jun-23
Total	1,655,394	86,041	(40,000)	1,701,435	(4,500)	1,696,935	405,858				

Attachment B

2022-2023 Mid Year Budget Review

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& St Peters**

FINANCIAL YEAR 2022-2023 MID-YEAR BUDGET REVIEW CAPITAL PROJECTS PROGRESS

Project Description	2022-2023 Adopted Budget	First Budget Update	Mid Year Budget Request/Carry Forward	Mid Year Budget Update	Work-in-Progress as at 30 June 2022	YTD Spending by December 2022	Has Project Commenced? (Y/N)	If Not, When will Commence?	Has Project Completed? (Y/N)	Forecasted Carry Forward to Next Financial Year	Forecasted Completion Date
ANNUAL ACQUISITION OF LIBRARY BOOKS	202,000	202,000		202,000		17,298	Y		N		Jun-23
MAJOR PUBLIC ART FUNDING PROJECT - YEAR 1-4	258,762	166,262		166,262	92,500	127,343	Y		Y		
PLANT REPLACEMENT	136,000	276,000		276,000		7,066	Y		N		Jun-23
REC & OPEN SPACE INF WORKS PROGRAMME	460,000	844,000		844,000		47,603	Y		N		Jun-23
CAPITALISATION OF PROJECT MANAGEMENT ON-COST	1,280,124	1,280,124		1,280,124		18,007	Y		N		Jun-23
NORWOOD SWIMMING CENTRE CHLORINE & ACID PUMP PURCHASE		10,000		10,000		-	N	Feb-23	N		Feb-23
CAPITAL PROJECTS CARRIED FORWARD TO 2023-2024	(400,000)	(400,000)	(27,850,000)	(28,250,000)		-	N	Jun-23	N		Jun-23
FLOAT FOR NORWOOD CHRISTMAS PAGEANT	25,000	25,000		25,000		6,215	Y		Y		
NPSP WEBSITE DEVELOPMENT	10,000	10,000		10,000		-	N	Jan-23	N		Jun-23
IPAD REFRESH FOR ELECTED MEMBERS	18,400	18,400		18,400		32,951	Y		Y		Jun-23
"ALL THINGS ARE ONE" INSTALLATION		49,027		49,027	973	4,616	Y		N		
LINEAR PARK PATH UPGRADE	2,770,918	3,288,131		3,288,131	177,604	257,606	Y		N	1,500,000	Jun-24
ST PETERS STREET STREETScape	3,076,042	3,713,443		3,713,443	948,972	2,429,668	Y		N		Jun-23
BURCHELL RESERVE UPGRADE	3,232,557	2,711,387		2,711,387	59,233	124,455	Y		N	2,000,000	Dec-23
STANDBY POWER FOR ST PETERS LIBRARY	78,550	78,550		78,550		-	N	Jan-23	N		Jun-23
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM UPGRADE	123,000	123,000	(83,000)	40,000		-	N	Jan-23	N		Jun-23
PRIVATE LANEWAY	190,000	217,123		217,123		3,898	Y		N		Jun-23
CAPITAL WORK PROGRAM TRAFFIC CONTROL	180,000	180,000		180,000		(60,600)	N	Jan-23	N		Jun-23
KENT TOWN STREETScape UPGRADE		2,500		2,500		-	Y		N		Jun-23
CAPITAL WORKS PROGRAM ROAD RESEALING	4,719,080	4,925,534		4,925,534		(5,963)	Y		N		Jun-23
CAPITAL WORKS PROGRAM KERB	1,663,978	1,663,978		1,663,978		862,245	Y		N		Jun-23
CAPITAL WORKS PROGRAM FOOTPATH	647,042	647,042		647,042		334,968	Y		N		Jun-23
DRAINAGE PROGRAM	7,584,205	7,725,648	258,000	7,983,648		239,188	Y		N	7,050,000	Jun-24
BUILDING WORKS PROGRAM	1,076,000	1,188,000		1,188,000		520,972	Y		N		Jun-23
BORTHWICK PARK CREEK IMPROVEMENTS DESIGN & CONSTRUCTION	400,000	21,398		21,398		-	Y		Y		
NORWOOD LIBRARY STRATEGIC REVIEW & CONCEPT PLAN	50,000	44,800		44,800	5,200	25,838	Y		N		Jun-23
GEORGE STREET UPGRADE	800,000	800,000		800,000		-	N	Feb-23	N	800,000	Jun-24
LANGMAN GROVE ROAD RECONSTRUCTION		10,000		10,000		8,500	Y		N		Jun-23
CYCLING PLAN IMPLEMENTATION 2021-2026		3,200		3,200		-	Y		N		Jun-23
MEETING ROOM 3 AUDIO VISUAL UPGRADE	38,740	48,440		48,440		5,361	Y		N		Jun-23
DUNSTAN ADVENTURE PLAYGROUND REDEVELOPMENT	1,285,000	1,326,309	600,000	1,926,309	58,691	53,862	Y		N		Jun-23
LANGMAN GROVE TRAFFIC MANAGEMENT CONTROL	48,000	48,000		48,000	12,370	1,520	Y		N		Jun-23
CRUICKSHANK RESERVE FACILITY UPGRADE	889,000	874,137		874,137	14,863	30,950	Y		N	500,000	Mar-24
WI-FI REFRESH	26,000	26,000		26,000		-	N	Mar-23	N		Jun-23
IPADS FOR FIELD STAFF	7,000	7,000		7,000		-	Y		Y		
BLACK SPOT GRANT	170,000	170,000		170,000		-	N	Feb-23	N		Jun-23
CIVIL CAPITAL UPGRADE WORKS PROGRAM	434,225	434,225		434,225		106,995	Y		N		Jun-23
PAYNEHAM MEMORIAL SWIMMING CENTRE UPGRADE	16,500,000	16,604,289		16,604,289	395,711	436,907	Y		N	15,000,000	Sep-23
NORWOOD OVAL AFL INFRASTRUCTURE IMPROVEMENTS			690,000	690,000		-	Y		N		Apr-23
THE PARADE MASTER PLAN	1,661,000	1,450,042		1,450,042	391,822	223,592	Y		N	1,000,000	Mar-24
LG SOLUTIONS FINANCIAL REPORTING SOFTWARE IMPLEMENTATION			10,000	10,000			N		N		Jun-23
Total	49,640,623	50,812,989	(26,375,000)	24,437,989	2,157,939	5,861,061				27,850,000	

Attachment C

2022-2023 Mid Year Budget Review

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STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Variance	Actual YTD December 2022
\$	\$		\$			
		INCOME				
36,181,201	37,938,230	Rates	39,920,982	39,920,982	-	19,989,189
1,595,430	2,002,942	Statutory charges	2,006,750	2,006,750	-	1,079,443
3,408,253	3,561,156	User charges	3,737,711	3,752,711	15,000	1,761,027
2,958,655	3,432,789	Grants, subsidies and contributions	3,008,167	3,088,167	80,000	965,520
87,981	23,848	Investment income	45,500	45,500	-	101,151
1,526,956	848,207	Other revenues	517,740	517,740	-	400,993
27,605	122,405	Net gain - joint ventures & associates	20,694	20,694		
45,786,081	47,929,577	Total Revenues	49,257,544	49,352,544	95,000	24,297,323
		EXPENSES				
14,050,351	14,126,088	Employee costs	16,082,750	16,082,750	-	7,947,548
18,936,897	19,831,643	Materials, contracts & other expenses	19,998,582	20,445,665	447,083	9,545,144
404,968	346,307	Finance costs	872,424	515,004	(357,420)	228,317
9,503,233	10,765,876	Depreciation, amortisation & impairment	11,158,733	11,158,733	-	5,579,368
515,399	214,176	Net loss joint ventures and associates	283,360	283,360	-	-
43,410,847	45,284,090	Total Expenses	48,395,849	48,485,512	89,663	23,300,378
2,375,234	2,645,487	OPERATING SURPLUS / (DEFICIT)	861,695	867,032	5,337	996,946
(1,529,255)	(2,371,457)	Net gain (loss) on disposal or revaluation of assets	25,000	25,000	-	-
-	-	Non-operating items - joint ventures and associates	-	-	-	-
744,208	2,340,924	Amounts specifically for new or upgraded assets	10,024,823	10,024,823	-	-
-	-	Physical resources received free of charge	-	-	-	-
1,590,187	2,614,954	NET SURPLUS (DEFICIT)	10,911,518	10,916,855	5,337	996,946
3,542,270	34,462,345	Changes in revaluation Surplus- infrastructure, property, plant & equipment	2,000,000	2,000,000	-	-
12,526	(5,125)	Share of Other comprehensive Income - joint ventures and associates	-	-	-	-
3,554,796	34,457,220	TOTAL OTHER COMPREHENSIVE INCOME	2,000,000	2,000,000	-	-
5,144,982	37,072,174	TOTAL COMPREHENSIVE INCOME	12,911,518	12,916,855	5,337	996,946



STATEMENT OF FINANCIAL POSITION

as at 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Variance	Actual YTD December 2022
\$	\$		\$	\$		
		ASSETS				
		Current Assets				
9,177,369	11,393,311	Cash and cash equivalents	6,915,035	32,554,512	25,639,477	9,456,549
2,889,164	2,675,026	Trade & other receivables	2,961,477	2,936,663	(24,814)	19,239,620
12,066,533	14,068,337	Total Current Assets	9,876,512	35,491,175	25,614,663	28,696,169
		Non-current Assets				
104,780	113,202	Financial Assets	104,044	113,202	9,158	113,202
2,463,297	1,930,694	Equity accounted investments in Council businesses	2,589,157	2,232,102	(357,055)	2,130,694
476,469,020	543,709,984	Infrastructure, Property, Plant & Equipment	554,269,417	562,062,198	7,792,781	548,376,287
17,891,485	4,323,896	Other Non-current Assets	-	-	-	-
496,928,582	550,077,776	Total Non-current Assets	556,962,618	564,407,502	7,444,884	550,620,183
508,995,115	564,146,113	Total Assets	566,839,130	599,898,677	33,059,547	579,316,351
		LIABILITIES				
		Current Liabilities				
7,309,501	13,030,882	Trade & Other Payables	6,573,124	8,016,157	1,443,033	27,975,928
1,651,032	1,021,493	Borrowings	945,921	945,921	-	1,021,493
3,134,785	3,003,511	Short-term Provisions	2,972,299	2,995,317	23,018	3,003,511
12,095,318	17,055,886	Total Current Liabilities	10,491,344	11,957,395	1,466,051	32,000,932
		Non-current Liabilities				
10,356,769	8,527,132	Long-term Borrowings	36,171,866	36,238,278	66,412	8,059,394
1,159,734	1,280,371	Long-term Provisions	1,202,094	1,220,065	17,971	1,016,713
1,396,501	904,106	Liability - Equity accounted Council businesses	1,720,092	1,187,466	(532,626)	863,749
12,913,004	10,711,609	Total Non-current Liabilities	39,094,052	38,645,809	(448,242)	9,939,856
25,008,322	27,767,495	Total Liabilities	49,585,396	50,603,205	1,017,809	41,940,787
483,986,793	536,378,618	NET ASSETS	517,253,735	549,295,473	32,041,738	537,375,564
		EQUITY				
56,825,014	62,708,655	Accumulated Surplus	74,046,115	73,625,510	(420,605)	63,705,601
427,161,779	473,669,963	Asset Revaluation Reserve	443,207,620	475,669,963	32,462,343	473,669,963
483,986,793	536,378,618	TOTAL EQUITY	517,253,735	549,295,473	32,041,738	537,375,564



STATEMENT OF CHANGES IN EQUITY
for the year ended 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Variance	Actual YTD December 2022
\$	\$			\$		
ACCUMULATED SURPLUS						
55,222,301	60,098,826	Balance at end of previous reporting period	63,134,597	62,708,655	(425,942)	62,708,655
1,590,187	2,614,954	Net Result for Year	10,911,518	10,916,855	5,337	996,946
-	-	Other Comprehensive Income	-	-	-	-
12,526	(5,125)	Share of other Comprehensive income - joint ventures and associates	-	-	-	-
56,825,014	62,708,655	Balance at end of period	74,046,115	73,625,510	(420,605)	63,705,601
ASSET REVALUATION RESERVE						
423,619,509	439,207,617	Balance at end of previous reporting period	441,207,620	473,669,963	32,462,343	473,669,963
3,542,270	34,462,346	Gain on revaluation of infrastructure, property, plant & equipment	2,000,000	2,000,000	-	-
427,161,779	473,669,963	Balance at end of period	443,207,620	475,669,963	32,462,343	473,669,963
483,986,793	536,378,618	TOTAL EQUITY AT END OF REPORTING PERIOD	517,253,735	549,295,473	32,041,738	537,375,564



STATEMENT OF CASH FLOWS
for the year ended 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Variance	Actual YTD December 2022
		CASH FLOWS FROM OPERATING ACTIVITIES		\$		
		<u>Receipts</u>				
46,202,352	48,814,316	Operating receipts	46,066,302	46,062,046	(4,256)	22,229,873
87,981	23,848	Investment receipts	3,008,167	3,008,167	-	101,151
		<u>Payments</u>				
(32,515,736)	(33,141,687)	Operating payments to suppliers & employees	(35,225,467)	(41,608,640)	(6,383,173)	(17,492,692)
(406,609)	(156,091)	Finance Payments	(872,424)	(515,004)	357,420	(228,317)
13,367,988	15,540,386	Net Cash provided by (or used in) Operating Activities	12,976,578	6,946,569	(6,030,009)	4,610,015
		CASH FLOWS FROM INVESTING ACTIVITIES				
		<u>Receipts</u>				
1,164,734	5,785,317	Grants specifically for new or upgraded assets	10,024,823	10,024,823	-	-
50,739	47,869	Sale of replaced assets	25,000	25,000	-	-
43,077	5,968	Repayments of loans by community groups	-	-	-	-
7,179	1,909	Capital contributed to associated entities	-	-	-	-
		<u>Payments</u>				
(8,919,370)	(8,937,416)	Expenditure on renewal/replacement of assets	(15,757,121)	(15,757,121)	-	(2,056,328)
(13,174,690)	(6,941,204)	Expenditure on new/upgraded assets	(33,883,502)	(7,508,502)	26,375,000	(3,782,354)
-	-	Loans made to community groups	-	-	-	-
(80,714)	(170,179)	Capital contributed to associated entities	(280,714)	(280,714)	-	(240,357)
(20,909,045)	(10,207,736)	Net Cash provided by (or used in) Investing Activities	(39,871,514)	(13,496,514)	26,375,000	(6,079,039)
		CASH FLOWS FROM FINANCING ACTIVITIES				
		<u>Receipts</u>				
6,500,000	-	Proceeds from Borrowings	28,657,067	28,657,067	-	-
		<u>Payments</u>				
(1,933,691)	(1,010,167)	Repayments of Borrowings	(945,921)	(945,921)	-	(467,738)
4,566,309	(1,010,167)	Net Cash provided by (or used in) Financing Activities	27,711,146	27,711,146	-	(467,738)
(2,974,748)	4,322,483	Net Increase (Decrease) in cash held	816,210	21,161,201	20,344,991	(1,936,763)
12,152,118	7,070,828	Cash & cash equivalents at beginning of period	6,098,825	11,393,311	5,294,486	11,393,311
9,177,370	11,393,311	Cash & cash equivalents at end of period	6,915,035	32,554,512	25,639,477	9,456,548

UNIFORM PRESENTATION OF FINANCES
for the year ended 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Variance	Actual YTD December 2022
45,473,055	47,929,577	Income	49,257,544	49,352,544	95,000	24,297,323
(44,362,836)	(45,284,090)	less Expenses	(48,395,849)	(48,485,512)	(89,663)	(23,300,378)
1,110,219	2,645,487	Operating Surplus / (Deficit)	861,695	867,032	5,337	996,946
		less Net Outlays on Existing Assets				
9,651,815	8,937,416	Capital Expenditure on renewal and replacement of Existing Assets	15,757,121	15,757,121	-	2,056,328
(9,968,299)	(10,765,876)	less Depreciation, Amortisation and Impairment	(11,158,733)	(11,158,733)	-	(5,579,368)
(25,659)	(47,869)	less Proceeds from Sale of Replaced Assets	(25,000)	(25,000)	-	-
(342,143)	(1,876,329)		4,573,388	4,573,388	-	(3,523,040)
		less Net Outlays on New and Upgraded Assets				
5,507,612	6,941,204	Capital Expenditure on New and Upgraded Assets	33,883,502	7,508,502	(26,375,000)	3,782,354
(2,625,998)	(5,785,317)	less Amounts received specifically for New and Upgraded Assets	(10,024,823)	(10,024,823)	-	-
(11,040)	(1,909)	Proceeds from Sale of Surplus Assets				
2,870,574	1,153,978		23,858,679	(2,516,321)	(26,375,000)	3,782,354
(1,418,212)	3,367,838	Net Lending / (Borrowing) for Financial Year	(27,570,372)	(1,190,035)	26,380,337	737,632



FINANCIAL RATIOS
for the year ended 30 June 2023

Actual 2020-2021	Actual 2021-2022		Adopted Budget 2022-2023	Revised Budget 2022-2023	Actual YTD December 2022
Operating Ratio					
5%	6%	<u>Operating Result</u>	2%	2%	4%
		Total Operating Revenue			
Net Financial Liabilities Ratio					
28%	28%	<u>Net Financial Liabilities</u>	80%	30%	54%
		Total Operating Revenue			
Asset Sustainability Ratio					
113%	124%	<u>Net Asset Renewals</u>	189%	189%	na
		Infrastructure & Asset Management Plan required expenditure			
		<i>Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets,</i>			
Recommended for disclosure by Local Government Association					
2,375,234	2,645,487	Operating Surplus/(Deficit)	861,695	867,032	996,946
		<i>Being the operating surplus (deficit) before capital amounts .</i>			
12,837,009	13,585,956	Net Financial Liabilities	39,604,839	14,998,827	13,131,417
		<i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in</i>			
Interest Cover Ratio					
1%	1%	<u>Net Interest Expense</u>	2%	1%	1%
		Total Operating Revenue less Investment Income			
Asset Consumption Ratio					
61%	55%	<u>Carrying value of depreciable assets</u>	62%	63%	64%
		Gross value of depreciable assets			
		<i>Total carrying value of depreciable assets divided by total reported value of depreciable assets before</i>			
Requested by Council					
Debt Repayment to Rate Revenue Ratio					
6%	4%	<u>Debt Servicing</u>	5%	4%	3%
		Rate Revenue			

11.5 2023-2024 FEES AND CHARGES

REPORT AUTHOR: Accountant
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 83664549
FILE REFERENCE: A591501
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Council with the *Draft 2023-2024 Fees and Charges Schedule*, which, following its adoption “in principle”, will be used as a basis for calculating the revenue components for the draft 2023-2024 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 pieces of 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 or on a commercial basis.

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 which 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 16 January 2023, it is adopted that discretionary fees and charges are increased by 5% at a minimum, or at market value.

Generally, the recommended increases are in line with the Budget Parameters which have been set by the Council at its meeting held on 16 January 2023. 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 sustain an increase.

EXTERNAL ECONOMIC IMPLICATIONS

This report provides information on the fees and charges of the Council for the year ended 30 June 2024 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

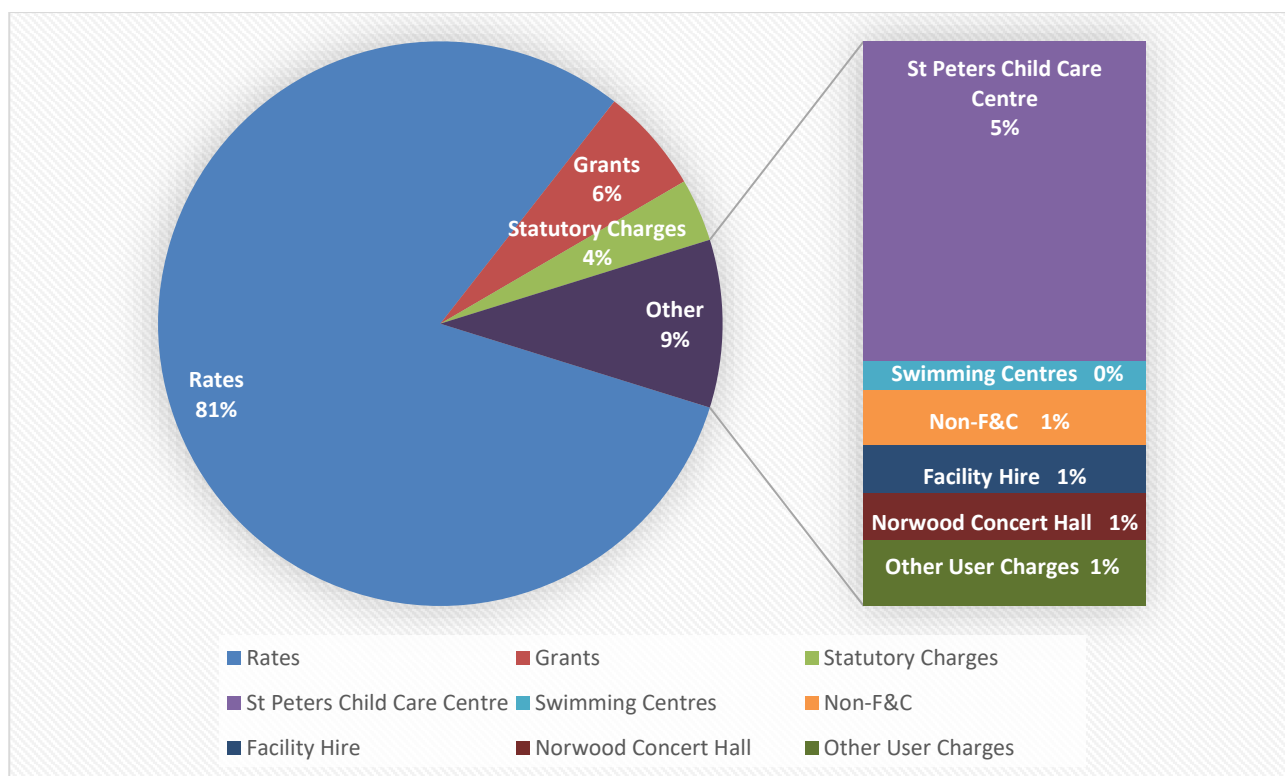
- **Elected Members**
The Council set the parameters for the Fees and Charges Schedule at its meeting held on 16 January 2023.
- **Community**
Not Applicable.
- **Staff**
Responsible Officers and General Managers.
- **Other Agencies**
Not Applicable.

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 16 January 2023, the Council adopted the general guideline that user fees and charges be increased by 5% at a minimum, or at market value. The proposed general increase of 5% 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 2023-2024 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 2022-2023 financial year, discretionary user charges represent 9% 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 which are 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% 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 which are associated with user fees and charges.

FIGURE 1 – USER CHARGES AS A PERCENTAGE OF REVENUE



As set out above, 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 16 January 2023. The proposed changes which are not in line with the budget parameter of 5% (excluding rounding) and the reasons for not applying the budget parameter are detailed below.

Permits and Authorisations for Use of Council Land and Roads

To encourage more mobile food vendors and stallholders to participate in Council events, it is proposed not to increase Mobile Food Vendor Permit Fee for the 2023-2024 Financial Year and charge the Stallholders Permit Fee for both general and not-for-profit or community group the same price which is \$66 per day. Compared to the 2022-2023 Financial Year, the Stallholders Permit Fee for general participant is decreased by \$89 from \$166 per day and for not-for profit or community group is increased by \$11 from \$55 per day.

Heritage Items

The fees for purchasing Heritage Walk Guides, currently at \$3 per book, are proposed to be removed to encourage more visitors to get to know the City’s heritage buildings and promote the City’s rich stock of heritage listed buildings.

Community Facilities Hire

To ensure consistency across the Council’s Community Facilities, a new hire fee structure has been proposed for the 2023–2024 Financial Year for the Council’s Community Facilities (except Norwood Concert Hall).

Under the new structure, the hire fee for each community facility is based on \$40 per hour per 50 people capacities (rounded), except for the Payneham Community Centre which is not as resourced and in same condition as other community facilities. Also, the weekend and public holiday rate for hiring Payneham Community Centre’s facilities and the St Peters Youth Centre will be removed and there will be only one rate applying the entire week from the 2023-2024 Financial Year.

The major changes of hourly hire fees for the Council’s community facilities are detailed in the Table below.

Community Facilities	2022-2023 Current Fees per Hour (\$)	2023-2024 Proposed Fees per Hour (\$)	Capacity (Number of People)
Payneham Library Complex			
Payneham Hall	161	160	200
Torrens & Trinity Room	67	40	50
St Peters Library			
Banquet Hall	156	80	100
Meeting Room 1,2 &3	47	15	12
St Peters Youth Centre			
Week Day	57	65	80
Weekend & Public Holiday	106	65	80
Don Pyatt Hall			
	95	65	80
Payneham Community Centre			
Main Hall			
Week Day	31.5	40	70
Weekend & Public Holiday	57	40	70
Small Hall			
Week Day	26.5	30	30
Weekend & Public Holiday	48	30	30
Rooms			
Week Day	21.5	20	20
Weekend & Public Holiday	42	20	20
Meeting Room	16.5	10	10

As part of the new hire fee structure, it is proposed to apply a 20% discount for the City of Norwood Payneham & St Peters based commercial and business hirers, instead of charging them the full fee. It is also proposed to remove the separate fees which is scheduled for private functions. Non-local residents' private functions will be charged with full fee and a 20% discount will apply to functions which are held by local citizens.

St Peters Child Care Centre & Preschool

It is proposed to increase the daily charges from \$110 to \$114, in line with the rising industry fees.

Additional Green Organics Compostable Bags

The cost to the Council to purchase green organics compostable bags is \$9.86 per roll. It is proposed to increase the fee for the local residents to purchase additional green organics compostable bags from \$4.85 per roll to \$10 per roll to reflect the cost to the Council.

A copy of the proposed 2023-2024 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 2023-2024 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 2023-2024 Budget which is expected to be in May 2023.

RECOMMENDATION

That the *Draft Schedule of Fees and Charges* for the 2023-2024 Financial Year set out in **Attachment A** be adopted "in principle".

Attachments – Item 11.5

Attachment A

2023-2024 Fees and Charges

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

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Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024	
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022					2022-2023	105.00%
Permits and Authorisations for Use of Council Land and Roads													
Authorisation to Alter and Use a Public Road / Footpath													
Temporary and Semi-Permanent Structures				Nil	Nil	Nil	Nil	Nil		Nil			
Permanent Structures				N/A	By negotiation	By negotiation	By negotiation	By negotiation		By negotiation			
Mobile Food Vendor Permit Fee													
Mobile Food Vendor Sites				\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$210.00	\$200.00	0.00	month	
Private or Other Authorised Event				\$50.00	\$50.00	\$50.00	\$55.00	\$55.00	\$57.75	\$55.00	0.00	day	
Stallholders Permit Fee													
General				\$150.00	\$150.00	\$150.00	\$155.00	\$155.00	\$162.75	\$66.00	(57.42)	day	The fees and charges was changed in 2022-2023 Financial Year based on the park and reserve hire fee for not-for-profit participants and to encourage more participation
Not-for-profit / Community				\$50.00	\$50.00	\$50.00	\$55.00	\$55.00	\$57.75	\$66.00	20.00	day	
Permit for Commercial Filming & Photography on Council Land				Nil	Nil	Nil	Nil			Nil			
Tennis Courts Hire													
Tennis Courts - Payneham Oval - General Public													
Weekdays 8.00-10.00am	472	Yes	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		per hour/ per court	Hire of the Payneham Oval Tennis Courts won't be managed or charged by the Council following the upgrade - it will be managed by the Club through Book-a-Court & the Club will retain any profits.
Weekdays 10.00am-5.00pm	472	Yes	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Evenings after 5.00pm		Yes	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Weekends and public holidays		Yes	\$10.50	\$10.50	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Key Deposit		No	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		per use	As above
Tennis Courts - Payneham Oval - Tennis Clubs													
East Adelaide Payneham Tennis Club ((EAPTC) without lights		Yes	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		per hour/ per court	As above
East Adelaide Payneham Tennis Club (EAPTC) with lights		Yes	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Other Tennis Clubs - Without Lights		Yes	\$4.00	\$4.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Other Tennis Clubs - With Lights		Yes	\$7.50	\$7.50	\$7.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Other Tennis Clubs (Junior rates) - Without Lights		Yes	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Other Tennis Clubs (Junior rates) - With Lights		Yes	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			As above
Tennis Courts - Joslin Reserve													
General Public - casual use		N/A	Free	Free	Free	Free	Free	Free	Free	Free			N/A
Reserve Hirers		N/A	Free	Free	Free	Free	Free	Free	Free	Free			N/A
Tennis Clubs or Coaches		N/A	Not allowed	Not allowed	Not allowed	Free	Free	Free	Free	Free			N/A

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024		Conditions/Comments

Council Licences

Authorisations - Temporary Public Space Occupancy

Public Space Occupancy		No	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.70	\$3.70	5.71	per square metre	
Public Space Occupancy - urgent or after hours processing fee		No	\$57.00	\$57.00	\$57.00	\$60.00	\$60.00	\$60.00	\$63.00	\$63.00	5.00	per application	
Public Space Occupancy - Application Fee (New)						\$35.00	\$35.00	\$35.00	\$36.75	\$37.00	5.71		
Public Space Occupancy - Skip Bin Authorisations		No	\$62.00	\$62.00	\$62.00	\$65.00	\$65.00	\$65.00	\$68.25	\$68.00	4.62	per application	
Work Zone Parking Bays Occupancy								\$3.50	\$3.70	\$3.70	5.71	per square metre	

Parking Permits - Resident & Visitor Permit (New/Renewal) - Resident only Parking Areas

Residential Parking Permits - First Permit	335	No	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$26.25	\$25.00	0	per year	
Residential Parking Permits - Second Permit	335	No	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$52.50	\$50.00	0.00	per year	
Residential Pensioner and Full time student permit - First Permit (50% Rebate)		No	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate		per year	
Residential Pensioner and Full time student permit - Second Permit (50% Rebate)		No	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate		per year	
Residential Replacement Permit		No	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per year	

Parking Permits - Resident & Visitor Permit (New/Renewal) - Time Limited Parking Areas

Residential Parking Permits - First Permit	335	No	Free	Free	Free	Free	Free	Free	Free	Free		per year	
Residential Parking Permits - Second Permit	335	No	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$26.25	\$25.00	0.00	per year	
Residential Pensioner and Full time student permit - First Permit (50% Rebate)		No	Free	Free	Free	Free	Free	Free	Free	Free		per year	
Residential Pensioner and Full time student permit - Second Permit (50% Rebate)		No	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate		per year	
Residential Replacement Permit		No	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per year	

Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)

Parking Register	121	No	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$21.00	\$20.00	0.00	per volume	
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Statutory Fees

Dog & Cat Management Act 1995

Registration guide dog	Appn	N/A	Free	Free	Free	Free	Free	Free	Free	Free		per dog	
Standard Dog (Desexed & Microchipped)				\$35.00	\$35.00	\$37.50	\$37.50	\$37.50	\$39.38	\$37.50	0.00		
Non Standard Dog Registration	Appn	No	\$70.00	\$70.00	\$70.00	\$75.00	\$75.00	\$75.00	\$78.75	\$75.00	0.00	per dog	
Impounding	305	No			\$150.00	\$150.00	\$150.00	Cost		\$262.00		per dog	Impounding fee set up by AWL
Rebates applicable on dog registrations listed above													
Pensioner/Concession Card Holder		No	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate	50% rebate		per dog	
Dog Registration Late Payment Fee		No	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.75	\$15.00	0.00	per dog	
Replacement disc, per disc		No	\$5.00	\$5.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per dog	

Norwood Town Hall Common Charges

Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)

A4 black & white, > 30 pages (first 30 free)	121	Yes	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.55	\$0.55	10.00	per page	
A3 black & white, > 20 pages (first 20 free)	121	Yes	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.55	\$0.55	10.00	per page	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024		Conditions/Comments
Sales												
Heritage Items												
50 Years of Kensington & Norwood		Yes	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.75	\$15.00	0.00	per book
Down at the Local: A History of Hotels		Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$20.00	0.00	per book
Payneham Garden Village to City		Yes	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$11.05	\$10.50	0.00	per book
St Peters A Suburban Town		Yes	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$11.05	\$10.50	0.00	per book
Portrait of People & Places (hard cover)		Yes	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per book
Payneham Cemetery Walk Guide		Yes	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.15	\$0.00	-100.00	per book
Portrait of People & Places (soft cover)		Yes	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per book
Kent Town Walk Guide		Yes	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.15	\$0.00	-100.00	per book
Norwood Walk Guide		Yes	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.15	\$0.00	-100.00	per book
Kensington Walk Guide		Yes	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.15	\$0.00	-100.00	per book
Towers, Turrets & Spires		Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$20.00	0.00	per book
Hall Hire												
Payneham Community Centre												
Tier 1: Community Rate (80% of full fee) Activities open to the community to attend & not affiliated with a business, not for profit organisation or club												
Main Hall												
Daily Rate	484	Yes	\$22.00	\$22.00	\$22.00	\$22.50	\$23.00	\$23.50	\$24.50	\$32.00	36.17	per day
Hourly Rate	484	Yes	\$6.50	\$6.50	\$6.50	\$6.50	\$7.00	\$7.00	\$7.50	\$8.00	14.29	per hour
Small Hall												
Daily Rate	484	Yes	\$17.50	\$17.50	\$17.50	\$18.00	\$18.50	\$19.00	\$20.00	\$24.00	26.32	per day
Hourly Rate	484	Yes	\$5.50	\$5.50	\$6.00	\$6.00	\$6.50	\$6.50	\$7.00	\$6.00	-7.69	per hour
Rooms												
Daily Rate	484	Yes	\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	\$16.50	\$17.50	\$20.00	21.21	per day
Hourly Rate	484	Yes	\$4.50	\$4.50	\$4.50	\$4.50	\$5.00	\$5.00	\$5.50	\$5.00	0.00	per hour
Meeting Room												
Hourly Rate	484	Yes	\$4.00	\$4.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.50	\$5.00	0.00	per hour
Tier 2: Non profit group - Non local community group												
Main Hall												
Daily Rate	484	Yes	\$80.00	\$80.00	\$80.00	\$80.00	\$81.50	\$83.00	\$87.00	\$80.00	-3.61	per day
Hourly Rate	484	Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00	\$20.00	-4.76	per hour
Small Hall												
Daily Rate	484	Yes	\$65.00	\$65.00	\$65.00	\$66.00	\$67.00	\$68.00	\$71.50	\$60.00	-11.76	per day
Hourly Rate	484	Yes	\$17.00	\$17.00	\$17.00	\$17.00	\$17.50	\$18.00	\$19.00	\$15.00	-16.67	per hour
Rooms												
Daily Rate	484	Yes	\$43.00	\$43.00	\$43.00	\$44.00	\$45.00	\$46.00	\$48.50	\$40.00	-13.04	per day
Hourly Rate	484	Yes	\$11.50	\$11.50	\$11.50	\$11.50	\$12.00	\$12.00	\$12.50	\$10.00	-16.67	per hour
Meeting Room												
Hourly Rate	484	Yes	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.50	\$11.00	\$5.00	-52.38	per hour

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments

Payneham Community Centre (Cont.)

Tier 3: NPSP based commercial & business hires and local resident private functions (20% of full fee) - new tier in 2023-2024 (New Fees)

Main Hall													
Daily Rate	484	Yes								\$128.00		per day	
Hourly Rate	484	Yes								\$32.00		per hour	
Small Hall													
Daily Rate	484	Yes								\$96.00		per day	
Hourly Rate	484	Yes								\$24.00		per hour	
Rooms													
Daily Rate	484	Yes								\$64.00		per day	
Hourly Rate	484	Yes								\$16.00		per hour	
Meeting Room													
Hourly Rate	484	Yes								\$8.00		per hour	

Tier 4: Full fee - commercial & business hirers located outside of NPSP; non-resident private functions & State Government Departments

Monday to Friday

Main Hall													
Private Celebrations	484	Yes		\$25.00	\$25.00	\$25.00	\$25.50	\$26.00	\$27.50	n/a		per hour	
Workshops, Training, Meetings	484	Yes		\$27.50	\$27.50	\$28.00	\$28.50	\$29.00	\$30.50	n/a		per hour	
All Other Hires - Daily (Monday to Friday)		Yes	\$115.00	\$115.00	\$115.00	\$117.00	\$119.00	\$121.00	\$127.00	\$160.00	32.23	per day	x 4 hours
All Other Hires - Hourly (Monday to Friday)		Yes	\$30.00	\$30.00	\$30.00	\$30.00	\$31.00	\$31.50	\$33.00	\$40.00	26.98	per hour	Benchmarked against other councils & room fees tiered based on capacity, condition & limited facilities
All Other Hires - Daily Rate (Weekend & Public Holidays)		Yes	\$220.00	\$225.00	\$230.00	\$235.00	\$239.00	\$244.00	\$256.00	n/a		per day	One fee for entire week
All Other Hires - Hourly Rate (Weekend & Public Holidays)		Yes	\$55.00	\$55.00	\$55.00	\$55.00	\$56.00	\$57.00	\$60.00	n/a		per hour	One fee for entire week
Small Hall													
Private Celebrations	484	Yes		\$22.50	\$22.50	\$23.00	\$23.50	\$24.00	\$25.00	n/a		per hour	
Workshops, Training, Meetings	484	Yes		\$25.00	\$25.00	\$25.00	\$26.00	\$26.50	\$28.00	n/a		per hour	
All Other Hires - Daily (Monday to Friday)		Yes	\$100.00	\$100.00	\$100.00	\$102.00	\$104.00	\$106.00	\$111.50	\$120.00	13.21	per day	x 4 hours
All Other Hires - Hourly (Monday to Friday)		Yes	\$25.00	\$25.00	\$25.00	\$25.00	\$26.00	\$26.50	\$28.00	\$30.00	13.21	per hour	Room fees tiered based on capacity, condition & limited facilities
All Other Hires - Daily Rate (Weekend & Public Holidays)		Yes	\$190.00	\$190.00	\$195.00	\$200.00	\$203.50	\$207.50	\$218.00	n/a		per day	
All Other Hires - Hourly Rate (Weekend & Public Holidays)		Yes	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$48.00	\$50.50	n/a		per hour	One fee for entire week
Rooms													
Private Celebrations	484	Yes		\$15.00	\$15.00	\$15.00	\$16.00	\$16.50	\$17.50	n/a		per hour	
Workshops, Training, Meetings	484	Yes		\$20.00	\$20.00	\$20.00	\$21.00	\$21.50	\$22.50	n/a		per hour	
All Other Hires - Daily (Monday to Friday)		Yes	\$80.00	\$80.00	\$80.00	\$80.00	\$81.50	\$83.00	\$87.00	\$80.00	-3.61	per day	x 4hours
All Other Hires - Hourly (Monday to Friday)		Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$21.50	\$22.50	\$20.00	-6.98	per hour	Room fees tiered based on capacity, condition & limited facilities
All Other Hires - Daily Rate (Weekend & Public Holidays)		Yes	\$155.00	\$155.00	\$155.00	\$160.00	\$163.00	\$166.50	\$175.00	n/a		per day	
All Other Hires - Hourly Rate (Weekend & Public Holidays)		Yes	\$40.00	\$40.00	\$40.00	\$40.00	\$41.00	\$42.00	\$44.00	n/a		per hour	One fee for entire week
Meeting Room													
Hourly Rate	484	Yes	\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	\$16.50	\$17.50	\$10.00	-39.39	per hour	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
Payneham Community Facilities - Payneham Library Complex													
Tier 1: Community Rate (80% of full fee) Activities open to the community to attend & not affiliated with a business, not for profit organisation or club													
Payneham Hall													
Daily Rate	133	Yes	\$91.00	\$91.00	\$95.00	\$95.00	\$96.50	\$98.00	\$102.90	\$128.00	30.61	per hour	x 4 hours
Hourly Rate	133	Yes	\$23.00	\$23.00	\$25.00	\$25.00	\$25.50	\$26.00	\$27.30	\$32.00	23.08	per hour	80% of full fee
Torrens & Trinity Room													
Daily Rate	133	Yes	\$34.00	\$34.00	\$35.00	\$35.00	\$35.50	\$36.00	\$37.80	\$32.00	-11.11	per day	x 4 hours
Hourly Rate	133	Yes	\$9.00	\$9.00	\$9.00	\$9.00	\$10.00	\$10.00	\$10.50	\$8.00	-20.00	per hour	80% of full fee
Tier 2: Non profit organisations, schools and sporting & recreation clubs (50% of full fee)													
Payneham Hall													
Private Celebrations			\$40.00	\$40.00	\$45.00	\$45.00	\$46.00	\$47.00	\$49.35	n/a		per hour	If private function, charged as per Tier 3 (if local organisation) or Tier 4 (if non-local organisation)
Workshops, Training, Meetings	133	Yes	\$50.00	\$50.00	\$55.00	\$55.00	\$56.00	\$57.00	\$59.85	n/a		per hour	
All Other Hires - daily rate	133	Yes	\$265.00	\$265.00	\$275.00	\$280.00	\$285.00	\$290.00	\$304.50	\$320.00	10.34	per day	x 4 hours
All Other Hires - hourly rate			\$65.00	\$65.00	\$70.00	\$70.00	\$71.00	\$72.00	\$75.60	\$80.00	11.11	per hour	50% of full fee
Torrens & Trinity Room													
Private Celebrations		Yes	\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	\$16.30	\$16.80	n/a		per hour	
Workshops, Training, Meetings	133	Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$21.40	\$22.05	n/a		per hour	
All Other Hires - daily rate	133	Yes	\$90.00	\$90.00	\$90.00	\$90.00	\$93.00	\$93.85	\$97.65	\$80.00	-14.76	per day	x 4 hours
All Other Hires - hourly rate		Yes	\$22.50	\$22.50	\$22.50	\$22.50	\$23.00	\$23.45	\$24.15	\$20.00	-14.71	per hour	50% of full fee
Tier 3: NPSP based commercial & business hires and local resident private functions (20% of full fee) - new tier in 2023-2024													
Payneham Hall													
Daily Rate	133	Yes								\$512.00		per hour	x 4 hours
Hourly Rate	133	Yes								\$128.00		per hour	80% of full fee
Torrens & Trinity Room													
Daily Rate	133	Yes								\$128.00		per day	x 4 hours
Hourly Rate	133	Yes								\$32.00		per hour	80% of full fee
Tier 4: Full fee - commercial & business hirers located outside of NPSP; non-resident private functions & State Government Departments													
Payneham Hall													
Private Celebrations	133	Yes	\$125.00	\$125.00	\$130.00	\$130.00	\$132.00	\$134.00	\$140.70	n/a		per hour	
Workshops, Training, Meetings	133	Yes	\$150.00	\$150.00	\$155.00	\$155.00	\$157.50	\$160.00	\$168.00	n/a		per hour	
All Other Hires - daily rate	133	Yes	\$610.00	\$610.00	\$625.00	\$625.00	\$635.00	\$647.00	\$679.35	\$640.00	-1.08	per day	x 4 hours
All Other Hires - hourly rate	133	Yes	\$150.00	\$150.00	\$155.00	\$155.00	\$158.00	\$161.00	\$169.05	\$160.00	-0.62	per hour	\$40 per 50 people capacity - capacity = 200 (4 x 40)
Torrens & Trinity Room													
Private Celebrations	133	Yes	\$45.00	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$49.35	n/a		per hour	
Workshops, Training, Meetings	133	Yes	\$60.00	\$60.00	\$60.00	\$60.00	\$61.00	\$62.00	\$65.10	n/a		per hour	
All Other Hires - daily rate	133	Yes	\$250.00	\$250.00	\$255.00	\$255.00	\$259.50	\$265.00	\$278.25	\$160.00	-39.62	per day	x 4 hours
All Other Hires - hourly rate	133	Yes	\$65.00	\$65.00	\$65.00	\$65.00	\$66.00	\$67.00	\$70.35	\$40.00	-40.30	per hour	\$40 per 50 people capacity - capacity = 50 (1 x 40)

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
St Peters Library													
Tier one: NPSP Community Groups - MONDAY TO SUNDAY													
Banquet Hall													
Daily Rate		Yes	\$95.00	\$95.00	\$95.00	\$95.00	\$97.00	\$99.00	\$103.95	\$64.00	-35.35	per day	x 4 hours
Hourly Rate		Yes	\$25.00	\$25.00	\$25.00	\$25.00	\$26.00	\$26.50	\$27.85	\$16.00	-39.62	per hour	80% of full fee
Meeting Room 1, 2 & 3													
Daily Rate			\$35.00	\$35.00	\$35.00	\$35.00	\$36.00	\$36.50	\$38.35	\$20.00	-45.21	per day	x 4 hours
Hourly Rate		Yes	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.50	\$11.05	\$5.00	-52.38	per hour	80% of full fee
Tier 2: Non profit organisations, schools and sporting & recreation clubs (50% of full fee)													
Banquet Hall													
Private Celebrations		Yes	\$30.00	\$30.00	\$30.00	\$30.00	\$31.00	\$31.00	\$32.55	n/a		per hour	If private function, charged as per Tier 3 (if local organisation) or Tier 4 (if non-local organisation)
Workshops, Training, Meetings		Yes	\$37.50	\$37.50	\$37.50	\$38.00	\$38.50	\$38.50	\$40.45	n/a		per hour	
Daily Rate		Yes	\$265.00	\$265.00	\$270.00	\$275.00	\$280.00	\$280.00	\$294.00	\$160.00	-42.86	per day	x 4 hours
Hourly Rate		Yes	\$65.00	\$65.00	\$65.00	\$65.00	\$66.00	\$66.00	\$69.30	\$40.00	-39.39	per hour	50% of full fee
Meeting Room 1, 2 & 3													
Daily Rate		Yes	\$85.00	\$85.00	\$85.00	\$85.00	\$86.50	\$88.00	\$92.40	\$30.00	-65.91	per day	x 4 hours
Hourly Rate		Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$20.50	\$20.50	\$21.55	\$7.50	-63.41	per hour	50% of full fee
Tier 3: NPSP based commerical & business hires and local resident private functions (20% of full fee) - new tier in 2023-2024													
Banquet Hall													
Daily Rate		Yes								\$256.00		per day	x 4 hours
Hourly Rate		Yes								\$64.00		per hour	20% of full fee
Meeting Room 1, 2 & 3													
Daily Rate		Yes								\$48.00		per day	x 4 hours
Hourly Rate		Yes								\$12.00		per hour	20% of full fee
Tier 4: Full fee - commercial & business hirers located outside of NPSP; non-resident private functions & State Government Departments													
Banquet Hall													
Private Celebrations		Yes	\$100.00	\$100.00	\$100.00	\$102.00	\$104.00	\$106.00	\$111.30	n/a		Per hour	
Workshops, Training, Meetings		Yes	\$125.00	\$125.00	\$125.00	\$125.00	\$127.00	\$129.00	\$135.45	n/a		Per hour	
All Other Hires - Daily		Yes	\$610.00	\$610.00	\$625.00	\$625.00	\$636.00	\$648.00	\$680.40	\$324.00	-50.00	per day	x 4 hours
All Other Hires - Hourly		Yes	\$150.00	\$150.00	\$150.00	\$150.00	\$153.00	\$156.00	\$163.80	\$80.00	-48.72	Per hour	\$40 per 50 people capacity - capacity = 100 (2 x 40)
Meeting Room 1, 2 & 3													
Daily Rate		Yes	\$180.00	\$180.00	\$180.00	\$180.00	\$183.00	\$187.00	\$196.35	\$60.00	-67.91	per day	x 4 hours
Hourly Rate		Yes	\$45.00	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$49.35	\$15.00	-68.09	per hour	\$40 per 50 people capacity - capacity = 12 (40 Divided by 3 & rounded up)

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
St Peters Youth Centre													
Tier 1: Community Rate (80% of full fee) Activities open to the community to attend & not affiliated with a business, not for profit organisation or club													
Monday to Friday													
Daily Rate	460	Yes	\$43.00	\$43.00	\$43.00	\$44.00	\$45.00	\$46.00	\$48.00	\$52.00	13.04	per day	x 4 hours
Hourly Rate	460	Yes	\$11.00	\$11.00	\$11.00	\$11.00	\$11.50	\$12.00	\$13.00	\$13.00	8.33	per hour	80% of full fee
Weekend & Public Holiday													
Daily Rate	460	Yes	\$80.00	\$80.00	\$80.00	\$82.00	\$83.00	\$85.00	\$89.00	n/a		per day	One fee for entire week
Hourly Rate	460	Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00	n/a		per hour	
Tier 2: Non profit organisations, schools and sporting & recreation clubs (50% of full fee)													
Private Celebrations			\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	\$16.00	\$17.00	n/a		per hour	
Workshops, Training and Meetings	460	Yes	\$25.00	\$25.00	\$25.00	\$25.00	\$26.00	\$27.00	\$28.00	n/a		per hour	
All Other Hires - Daily Rate (Monday to Friday)		Yes	\$80.00	\$80.00	\$80.00	\$82.00	\$83.00	\$85.00	\$89.00	\$130.00	52.94	per day	
All Other Hires - Hourly Rate (Monday to Friday)		Yes	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00	\$32.50	54.76	per hour	
All Other Hires - Daily Rate (Weekend & Public Holidays)		Yes	\$165.00	\$165.00	\$165.00	\$168.00	\$171.00	\$174.00	\$183.00	n/a		per day	
All Other Hires - Hourly Rate (Weekend & Public Holidays)		Yes	\$45.00	\$45.00	\$45.00	\$46.00	\$47.00	\$48.00	\$50.00	n/a		per hour	
Tier 3: NPSP based commerical & business hires and local resident private functions (20% of full fee) - new tier in 2023-2024													
Daily Rate	460	Yes							\$0.00	\$208.00		per day	x 4 hours
Hourly Rate	460	Yes							\$0.00	\$52.00		per hour	80% of full fee
Tier 4: Full fee - commercial & business hirers located outside of NPSP; non-resident private functions & State Government Departments													
Private Celebrations - Hourly Rate	460	Yes	\$50.00	\$50.00	\$50.00	\$51.00	\$52.00	\$53.00	\$56.00	n/a		per hour	
Workshops, Training and Meetings - Hourly Rate	460	Yes	\$75.00	\$75.00	\$75.00	\$77.00	\$78.00	\$80.00	\$84.00	n/a		per hour	
All Other Hires - Daily Rate (Monday to Friday)	460	Yes	\$215.00	\$220.00	\$225.00	\$225.00	\$229.00	\$234.00	\$246.00	\$260.00	11.11	per day	x 4 hours
All Other Hires - Hourly Rate (Monday to Friday)		Yes	\$55.00	\$55.00	\$55.00	\$55.00	\$56.00	\$57.00	\$60.00	\$65.00	14.04	per hour	\$40 per 50 people capacity - capacity = 80 (80 divided by 50 x 40 & rounded)
All Other Hires - Daily Rate (Weekend & Public Holidays)	460	Yes	\$400.00	\$410.00	\$420.00	\$425.00	\$432.00	\$441.00	\$463.00	n/a		per day	One fee for entire week
All Other Hires - Hourly Rate (Weekend & Public Holidays)		Yes	\$100.00	\$100.00	\$100.00	\$102.00	\$104.00	\$106.00	\$111.00	n/a		per hour	
Common Fees and Charges													
Security Deposit	461	No	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$473.00	\$450.00	0.00	per booking	
Audiovisual Equipment Security deposit (Payneham Community Facilities - Payneham Library Complex)					\$600.00	\$600.00	\$600.00	\$600.00	\$630.00	n/a			One security deposit to cover entire venue - rarely held deposit due to damages & \$450 has covered any previous claims
Key Deposit	461	No	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	n/a		per key/card set	It is included in security deposit & collect key after payment of security deposit
Booking Deposit		No	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$63.00	n/a		per booking	Full fee due one week prior to event. Security deposit acts as booking confirmation
Bump In (min 2hrs)				Min 2hr charge for room	Min 2hr charge for room	Min 2hr charge for room	Min 2hr charge for room	Min 2hr charge for room	Min 2hr charge for room	Bump in (min 2 hrs)			
Security Guard		Yes	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$63.00	\$65.00	8.33	per hour	Based on actual increase & minimum 4 hours

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
Don Pyatt Community Hall													
Community Organisations													
Daily Hire	150	Yes	70.00	65.00	\$22.00	\$65.00	\$70.00	\$70.00	\$74.00	n/a		per day	Remove category as fit under below tiers
Hire Hourly Rate	150	Yes	15.00	15.00	\$6.50	\$15.00	\$16.00	\$16.00	\$17.00	n/a		per hour	Remove category as fit under below tiers
Tier 1: Community Rate (80% of full fee) Activities open to the community to attend & not affiliated with a business, not for profit organisation or club													
Daily Hire							\$40.00	\$40.00	\$42.00	\$52.00	30.00		x 4 hours
Hire Hourly Rate							\$8.50	\$9.00	\$9.00	\$13.00	44.44		80% of full fee
Tier 2: Non profit organisations, schools and sporting & recreation clubs (50% of full fee)													
Daily Hire	150	Yes	\$90.00	\$95.00	\$97.00	\$100.00	\$110.00	\$110.00	\$116.00	\$130.00	18.18	per day	x 4 hours
Hire Hourly Rate	150	Yes	\$25.00	\$25.00	\$26.00	\$27.00	\$28.00	\$28.00	\$32.50	\$32.50	16.07	per hour	50% of full fee
Tier 3: NPSP based commerical & business hires and local resident private functions (20% of full fee) - new tier in 2023-2024													
Daily Hire	150	Yes								\$208.00		per day	x 4 hours
Hire Hourly Rate	150	Yes								\$52.00		per hour	20% of full fee
Tier 4: Full fee - commercial & business hirers located outside of NPSP; non-resident private functions & State Government Departn													
Daily Hire	150	Yes	310.00	320.00	\$330.00	\$340.00	\$360.00	\$360.00	\$378.00	\$260.00	-27.78	per day	x 4 hours
Hire Hourly Rate	150	Yes	75.00	80.00	\$85.00	\$90.00	\$95.00	\$95.00	\$100.00	\$65.00	-31.58	per hour	\$40 per 50 people capacity - capacity = 80 (80 divided by 50 x 40 & rounded)
Common Fees & Charges													
Security Deposit	151	No	500.00	550.00	\$550.00	\$560.00	\$570.00	\$570.00	\$599.00	\$450.00	-21.05	per day	Same as other community facilities for hire
Norwood Concert Hall													
Commercial Organisations - Cash Received in advance for future hire													
Wedding Receptions	Debtors	Yes	2,750.00	2,810.00	\$2,810	\$2,860	\$2,910	\$2,965	\$3,113.00	\$3,110	4.89	per day	
Concerts	Debtors	Yes	2,500.00	2,560.00	\$2,620	\$2,670	\$2,720	\$2,770	\$2,909.00	\$2,910	5.05	per day	
Cabarets & Dinner Dances	Debtors	Yes	2,650.00	2,710.00	\$2,780	\$2,830	\$2,880	\$2,935	\$3,082.00	\$3,080	4.94	per day	
Meetings - Day Hire	Debtors	Yes	2,050.00	2,090.00	\$2,140	\$2,180	\$2,220	\$2,260	\$2,373.00	\$2,370	4.87	per day	
Meetings - 9am-2pm	Debtors	Yes	900.00	920.00	\$940	\$960	\$980	\$1,000	\$1,050.00	\$1,050	5.00	per day	
Meetings - 5pm-10pm	Debtors	Yes	1,200.00	1,220.00	\$1,260	\$1,280	\$1,310	\$1,335	\$1,402.00	\$1,400	4.87	per day	
Trade Sales	Debtors	Yes	2,250.00	2,300.00	\$2,350	\$2,390	\$2,430	\$2,475	\$2,599.00	\$2,600	5.05	per day	
Pre School Day Time Concerts	Debtors	Yes	2,300.00	2,450.00	\$2,600	\$2,670	\$2,720	\$2,770	\$2,909.00	\$2,910	5.05	per day	
Non-profit Organisations													
Concerts	Debtors	Yes	\$2,250.00	\$2,300.00	\$2,360.00	\$2,400.00	\$2,440.00	\$2,485.00	\$2,609.00	\$2,610.00	5.03	per event	
Cabarets & Dinner Dances	Debtors	Yes	\$2,400.00	\$2,450.00	\$2,510.00	\$2,560.00	\$2,600.00	\$2,650.00	\$2,783.00	\$2,780.00	4.91	per event	
Meetings - Day Hire	Debtors	Yes	\$1,850.00	\$1,900.00	\$1,930.00	\$1,970.00	\$2,000.00	\$2,040.00	\$2,142.00	\$2,140.00	4.90	per day	
Meetings - 9am-2pm	Debtors	Yes	\$800.00	\$820.00	\$850.00	\$860.00	\$875.00	\$890.00	\$935.00	\$935.00	5.06	per day	
Meetings - 5pm-10pm	Debtors	Yes	\$1,100.00	\$1,100.00	\$1,120.00	\$1,140.00	\$1,160.00	\$1,180.00	\$1,239.00	\$1,240.00	5.08	per day	
Pre School Day Time Concerts		Yes	\$2,200.00	\$2,200.00	\$2,230.00	\$2,270.00	\$2,310.00	\$2,355.00	\$2,473.00	\$2,470.00	4.88	per day	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
Norwood Concert Hall (Cont.)													
Community Organisations													
Concerts	Debtors	Yes	2,000.00	2,050.00	\$2,100.00	\$2,140.00	\$2,180.00	\$2,220.00	\$2,331.00	\$2,330.00	4.95	per day	
Cabarets & Dinner Dances	Debtors	Yes	2,100.00	2,150.00	\$2,220.00	\$2,230.00	\$2,270.00	\$2,315.00	\$2,431.00	\$2,430.00	4.97	per day	
Meetings - Day Hire	Debtors	Yes	1,650.00	1,650.00	\$1,710.00	\$1,710.00	\$1,740.00	\$1,775.00	\$1,864.00	\$1,865.00	5.07	per day	
Meetings - 9am-2pm	Debtors	Yes	750.00	750.00	\$760.00	\$775.00	\$790.00	\$805.00	\$845.00	\$845.00	4.97	per day	
Meetings - 5pm-10pm	Debtors	Yes	950.00	975.00	\$1,020.00	\$1,040.00	\$1,060.00	\$1,080.00	\$1,134.00	\$1,135.00	5.09	per day	
Pre School Day Time Concerts	Debtors	Yes	1,850.00	1,900.00	\$1,970.00	\$2,010.00	\$2,050.00	\$2,090.00	\$2,195.00	\$2,195.00	5.02	per day	
Common Fees & Charges													
Security Deposit	151	No	1,000.00	50% of hire rate	50% of hire rate	50% of hire rate	50% of hire rate	50% of hire rate	50% of hire rate	50% of hire rate		per booking	
Front House Staff	Debtors	Yes	50.00	50.00	\$52.00	\$56.00	\$60.00	\$65.00	\$68.00	\$68.00	4.62	per hour	
Security	Debtors	Yes	60.00	60.00	\$62.00	\$65.00	\$68.00	\$70.00	\$74.00	\$75.00	7.14	per hour	Minimum 4 hours
Rehearsal/Bump-in (other than day of hire)	Debtors	Yes	125.00	130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$158.00	\$160.00	6.67	per hour	
Technician	Debtors	Yes	60.00	60.00	\$62.00	\$67.00	\$70.00	\$75.00	\$79.00	\$80.00	6.67	per hour	
Technician (1am to 7.00am)	Debtors	Yes	120.00	120.00	\$124.00	\$134.00	\$140.00	\$150.00	\$158.00	\$160.00	6.67	per hour	
Park and Reserve Hire													
Gatherings and Events													
Not-for-profit / Community													
Small Gathering					Nil	Nil	Nil	Nil	Nil	Nil			
Large Gathering					\$60.00	\$65.00	\$66.00	\$66.00	\$69.30	\$70.00	6.06	day	
Event					\$240.00	\$245.00	\$250.00	\$250.00	\$262.50	\$260.00	4.00	day	
Private / Commercial													
Small Gathering					Nil	Nil	Nil	Nil	Nil	Nil			
Large Gathering					\$120.00	\$130.00	\$132.00	\$135.00	\$141.75	\$140.00	3.70	day	
Event					To be negotiated	To be negotiated	To be negotiated	To be negotiated	To be negotiated	To be negotiated			
Short-Term Hire													
Not-for-profit / Community													
Sports Group Hire					Nil	Nil	Nil	Nil	Nil	Nil			
Dog Obedience Hire					Nil	Nil	Nil	Nil	Nil	Nil			
Fitness Group Hire					Nil	Nil	Nil	Nil	Nil	Nil			
Other					Nil	Nil	Nil	Nil	Nil	Nil			
Private / Commercial													
Sports Group Hire					\$10.00	\$10.50	\$10.70	\$11.00	\$0.00	\$12.00	9.09	session	
Dog Obedience Hire					\$10.00	\$10.50	\$10.70	\$11.00	\$11.55	\$12.00	9.09	week	
Fitness Group Hire					\$10.00	\$10.50	\$10.70	\$11.00	\$11.55	\$12.00	9.09	week	
Other					To be negotiated	To be negotiated	To be negotiated	To be negotiated	To be negotiated	To be negotiated			
Long-Term Hire													
Common Fees & Charges													
Key Bond (refundable)			\$50.00	\$50.00	\$50.00	\$50.00	\$55.00	\$55.00	\$57.75	\$55.00	0.00	per key	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years						Calculated Increase 5%	Proposed Fees & Charges	%	Unit	2023-2024
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024	Incr/(Decr.) Proposed This Year		Conditions/Comments
Swimming Centres													
Adult		Yes	\$7.00	\$7.50	\$7.50	\$8.00	\$8.00	\$8.00	\$8.40	\$8.50	6.25	per person	
Concession		Yes	\$5.50	\$5.50	\$6.00	\$6.00	\$6.00	\$6.00	\$6.30	\$6.50	8.33	per person	
2-4 years		Yes	\$2.50	\$2.50	\$2.50	\$3.00	\$3.00	\$3.00	\$3.15	\$3.50	16.67	per person	
Family Pass		Yes	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.70	\$24.50	4.26	per pass	
Schools - 45 minutes		Yes	\$2.60	\$2.60	\$2.70	\$2.80	\$2.85	\$2.90	\$3.05	\$3.05	5.17	per person	
Schools - 60 minutes		Yes	\$3.10	\$3.10	\$3.20	\$3.30	\$3.35	\$3.40	\$3.55	\$3.55	4.41	per person	
Schools - 90 minutes		Yes	\$3.60	\$3.60	\$3.70	\$3.80	\$3.85	\$3.95	\$4.15	\$4.15	5.06	per person	
Schools Recreation Swim		Yes	\$4.00	\$4.10	\$4.20	\$4.30	\$4.40	\$4.50	\$4.75	\$4.75	5.56	per person	
School Recreation Swimming + 120 min		Yes	\$5.00	\$5.00	\$5.50	\$5.60	\$5.70	\$5.80	\$6.10	\$6.10	5.17	per person	
Vac Swim		Yes	\$4.10	\$4.20	\$4.50	\$4.60	\$4.70	\$4.80	\$5.05	\$5.10	6.25	per person	
Season Pass 7 Day		Yes	\$325.00	\$325.00	\$335.00	\$345.00	\$350.00	\$357.00	\$374.85	\$375.00	5.04	per pass	
Season Pass Family		Yes	\$720.00	\$720.00	\$735.00	\$750.00	\$765.00	\$780.00	\$819.00	\$820.00	5.13	per pass	
Season Pass Concession		Yes	\$245.00	\$245.00	\$250.00	\$255.00	\$260.00	\$265.00	\$278.25	\$280.00	5.66	per pass	
20 Visit Pass		Yes	\$105.00	\$105.00	\$110.00	\$112.00	\$114.00	\$117.00	\$122.85	\$123.00	5.13	per book	
10 Visit Pass		Yes				\$65.00	\$66.00	\$67.00	\$70.35	\$70.00	4.48		
Centre Hire (per hour) - Norwood Pool		Yes	\$270.00	\$275.00	\$280.00	\$285.00	\$290.00	\$300.00	\$315.00	\$315.00	5.00	per hour	
Centre Hire (per hour) - Payneham Pool		Yes	\$340.00	\$345.00	\$355.00	\$362.50	\$370.00	\$380.00	\$399.00	\$400.00	5.26	per hour	
Lane Hire (per hour) - School or Other Groups (See also Pool entry with lane/pool hire below)		Yes	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.70	\$25.00	6.38	per hour	
Swimming Club Lane Hire (per hour) (See also Pool entry with lane/pool hire below)		Yes	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.70	\$14.70	5.00	per hour	
Pool entry with lane/pool hire (See also cost of lane hire by School/Swimming Clubs & Other Groups above)		Yes	\$4.50	\$4.50	\$4.50	\$5.00	\$5.10	\$5.20	\$5.45	\$5.50	5.77	per person	
Swim Lessons		No	\$17.00	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.95	\$20.00	5.26	per lesson	
Water Polo		Yes	\$180.00	\$180.00	\$185.00	\$190.00	\$195.00	\$200.00	\$210.00	\$210.00	5.00	per hour	
Spectators		Yes	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.75	\$5.00	11.11	per person	
Cancellation Fee 40% hire cost						40% of hire fee	40% of hire fee	40% of hire fee	40% of hire fee	40% of hire fee			

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City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2023-2024	
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024		Conditions/Comments	
Statutory Fees													
Freedom of Information Act 1991													
Application for Access to document		No	\$34.25	\$35.00	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per application	Set by Act not separately listed in schedule <i>Freedom of Information (Fees and Charges) Regulations 2003</i>
Information concerning personal affairs of the applicant - first two hours dealing		No	Free	Free	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per initial two hours	
Information concerning personal affairs of the applicant - each 15 minutes spent by agency subsequent to first two hours		No	\$12.80	\$13.10	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per 15 minute inte	
Information not concerning personal affairs of the applicant each 15 minutes spent by agency		No	\$12.80	\$13.10	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per 15 minute inte	
Access in form of photocopy		No	\$0.20	\$0.20	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per page	
Access in form of written transcript		No	\$7.70	\$7.85	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per page	
Access in other form		No	At cost	At cost	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute		per item	
Property Searches													
Property Search Fees (Certificate of Title to Land under the Real Property Act 1886)	510	No	\$20.00	\$20.00	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute			Set by act, will update when gazetted
Property Search Fees (Certificate of Title to Land under the Real Property Act 1886) within 24 hours	510	No	\$60.50	\$60.50	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute			
Full Section 7 Search		No	\$50.50	\$50.50	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute			
Certificate of Liabilities - Section 187 Search (Rate Search)		No	\$31.75	\$31.75	As per statute	As per statute	As per statute	As per statute	As per statute	As per statute			
Local Government Act 1999 - purchase of those Council Documents prescribed to be made available (no charge for inspection)													
Council Documents													
Strategic/Corporate Plan, Annual Business Plan	121	Yes	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	\$25.00	26.25	\$25.00	0.00	per copy	
Annual Report	121	Yes	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	\$25.00	26.25	\$25.00	0.00	per copy	
Voters Roll, Ward Candidate's first copy free, copies 1+	121	No	\$15.00	\$15.00	\$15.00	\$15.50	\$15.50	\$15.50	16.30	\$16.30	5.16	per ward	
Complete development plans	121	No	\$27.50	\$28.00	\$28.00	\$28.50	\$29.00	\$29.50	\$31.00	\$31.00	5.08	per plan	
Archived Material Retrieval - Normal 48 Hours	121	Yes	\$12.00	\$12.00	\$12.30	\$12.50	\$35.00	\$25.00	26.25	\$26.50	6.00	per search	
Archived Material Retrieval - Urgent 24 hours	121	Yes	\$16.00	\$16.00	\$16.40	\$16.50	\$35.00	\$50.00	52.50	\$52.50	5.00	per search	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC Code	GST Applies	Charges in Previous Years					2022-2023	Calculated Increase 5% 105.00%	Proposed Fees & Charges 2023-2024	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022						Conditions/Comments
Council Licences													
Footpath Occupation													
The Parade Core Sydenham to Portrush - Enclosed/Licensed	Debtors	No	\$109.50	\$112.00	\$114.50	\$117.00	\$119.00	\$121.50	\$127.50	\$127.50	4.94	per sq. m. per annum	
The Parade Core Sydenham to Portrush - Open/Licensed	Debtors	No	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$80.50	\$84.50	\$84.50	4.97		
The Parade Core Sydenham to Portrush - Enclosed/Unlicensed	Debtors	No	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$80.50	\$84.50	\$84.50	4.97		
The Parade Core Sydenham to Portrush - Open/Unlicensed	Debtors	No	\$36.50	\$37.50	\$38.50	\$39.50	\$40.00	\$41.00	\$43.00	\$43.00	4.88		
Other Areas - Enclosed/Licensed	Debtors	No	\$72.50	\$74.00	\$76.00	\$77.50	\$79.00	\$80.50	\$84.50	\$84.50	4.97		
Other Areas - Open/Licensed	Debtors	No	\$52.50	\$53.50	\$55.00	\$56.00	\$57.00	\$58.00	\$61.00	\$61.00	5.17		
Other Areas - Enclosed/Unlicensed	Debtors	No	\$52.50	\$53.50	\$55.00	\$56.00	\$57.00	\$58.00	\$61.00	\$61.00	5.17		
Other Areas - Open/Unlicensed	Debtors	No	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00	\$25.50	\$27.00	\$27.00	5.88		
Installation of New Outdoor Dining Areas Bollards		Yes	10% of cost	10% of cost	10% of cost	10% of cost	10% of cost	10% of cost	10% of cost	10% of cost			
Replacement of Existing Outdoor Dining Areas Bollards		Yes	5% of cost	5% of cost	5% of cost	5% of cost	5% of cost	5% of cost	5% of cost	5% of cost			
Application Fee		No	\$50.00	\$50.00	\$50.00	\$50.00	\$51.00	\$52.00	\$54.50	\$54.50	4.81	per annum	
Planning Development and Infrastructure Act 2016													
Public Notice on Land							\$200.00	\$204.00	\$214.00	\$214.00	4.90	per Plan	
Document Lodgement Fees								\$80.00	\$84.00	\$83.00	3.75	per lodgement The Ministerial Notice lists this fee as a maximum charge of \$83	
Child Care													
St Peters Child Care Centre													
Daily	Jnl	No	\$97.00	\$99.00	\$101.00	\$103.00	\$105.00	\$110.00	\$115.50	\$116.00	5.45	per day	
Late fee - first 15 minutes	Jnl	No	\$30.00	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00	\$35.50	\$36.00	5.88	per 15 minutes	
Late fee - each 10 minutes thereafter	Jnl	No	\$25.00	\$25.00	\$26.00	\$27.00	\$27.00	\$28.00	\$29.50	\$29.00	3.57	per 10 minutes	
Place Holding Deposit			\$100.00	\$100.00	\$100.00	\$100.00	\$105.00	\$110.00	\$115.50	\$100.00	-9.09		
Additional Annual Bin Service 315													
Household Bin		Yes	\$135.00	\$135.00	\$135.00	\$150.00	\$150.00	\$150.00	\$157.50	\$157.50	5.00	per bin	
Recycling Bin		Yes	\$75.00	\$80.00	\$80.00	\$90.00	\$90.00	\$90.00	\$94.50	\$94.50	5.00	per bin	
Green Organics Bin		Yes	\$75.00	\$80.00	\$80.00	\$90.00	\$90.00	\$90.00	\$94.50	\$94.50	5.00	per bin	
Additional Green Organics Compostable Bags					\$4.35	\$4.50	\$4.50	\$4.60	\$4.85	\$10.00	117.39		
2nd Hard Waste Additional Collection							\$50.00	\$50.00	\$52.50	\$52.50	5.00	per collection	
Reinstatements & Private Works													
Corporate Bodies	320	Yes	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST		per job	
Ratepayers	325	Yes	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST		per job	

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2023-2024
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024		Conditions/Comments
Directional Signage (as per Directional Signage Policy)												
Cost of Sign		Yes	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST		per sign
Installation of Sign		Yes	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST	cost + 10% admin fee + GST		per sign
Sundry Items												
Possum/ Cat Trap												
Bond	310	No	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$52.50	\$50.00	0.00	per trap
Hire Fee in excess of 2 weeks	310	Yes	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00		per week
Community Services												
Donne E Benessere	405	Yes	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	\$6.30	\$6.00	0.00	per session
Over 50s Fitness (Gentle Exercise) (HACC)	406	No	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	\$6.30	\$6.00	0.00	per session
Home Maintenance HACC												
Labour	416	No	\$14.00	\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.75	\$15.00	0.00	per hour
Gutter cleans		No	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.80	\$16.00	0.00	per hour
Specialist Gutter Cleaning								\$20.00	\$21.00	\$20.00		per hour
Window Cleaning		No	\$14.00	\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.75	\$15.00	0.00	per hour
Materials		No	Cost of Materials	Cost of Materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials		per material
Material removal		No	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.65	\$13.00	0.00	per trailer load
Home Modification HACC												
Labour		No	\$14.00	\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.75	\$15.00	0.00	per hour
Materials		No	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials	Cost of materials		per material
Lunch @the Pub (HACC)	417	No	\$9.00	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$15.75	\$15.00	0.00	per session
Domestic Assistance (HACC)		No	\$7.00	\$7.00	\$7.00	\$8.00	\$8.00	\$8.50	\$8.95	\$8.50	0.00	per hour
Domestic Assistance (HACC) Cancellation fee		No	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$6.00	20.00	per session
Personal Care (HACC)		No	\$7.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.50	\$8.95	\$8.50	0.00	per hour
Personal Care (HACC) Cancellation fee		No	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$6.00	20.00	per session
Community Concerts (HACC)		No	Free	Free	Free	Free	Free	free	Free	free		per session
Community Transport : Car (HACC)	415	No	\$6.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.35	\$7.00	0.00	per person
Shopping List (HACC)		No	\$7.00	\$7.50	\$7.50	\$7.50	\$7.50	\$8.00	\$8.40	\$8.00	0.00	per person
Escorted Shopping (HACC)		No	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$10.00	\$10.50	\$10.00	0.00	per person
Excursions - Movies (HACC)								\$4.00	\$4.20	\$4.00	0.00	
Excursions (HACC)		No	\$8.50	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$9.45	\$9.00	0.00	per person
Community Bus												
Set Fee	430	Yes	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00	\$2.00	\$2.10	\$2.00	0.00	each way
Transport for Community Care Social Programs - Gold coin donation		Yes	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$1.60	\$1.50	0.00	each way
Fixed Fee - Full Day Hire	431	Yes	\$95.00	\$97.00	\$99.35	\$100.00	\$101.75	\$103.80	\$109.00	\$109.00	5.01	per day
Fixed Fee - Part Day Hire	431	Yes	\$69.00	\$70.00	\$71.70	\$73.00	\$74.30	\$75.80	\$79.60	\$79.60	5.01	per part day
Variable Hire fee		Yes	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.05	\$1.00	0.00	per kilometre

Schedule of Fees and Charges (including GST where applicable) - Applicable from 1 July 2023 (FOR INTERNAL USE - NOT FOR PUBLIC REGISTER)

City of Norwood, Payneham & St Peters (as required by Section 188 (6) Local Government Act 1999)

	RC	GST	Charges in Previous Years					Calculated Increase 5%	Proposed Fees & Charges	% Incr/(Decr.) Proposed This Year	Unit	2023-2024	
	Code	Applies	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	105.00%	2023-2024		Conditions/Comments	
All Libraries													
Photocopying													
A4 black & white copied by client	690	Yes	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	0.00	per page
A3 black & white copied by client	690	Yes	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	0.00	per page
A4 colour	670	Yes	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.05	\$1.00	0.00	per page
A3 colour	670	Yes	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.10	\$2.00	0.00	per page
Other Library Fees													
Assumed Lost Notice Fee	692	No	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.15	\$3.00	0.00	per notice
Replacement Item Processing Fee		No	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$5.00	0.00	per notice
Printing (not photocopy)	685	Yes	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	0.00	per page
Colour printing		Yes	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.10	\$2.00	0.00	per page
USB Storage Device		Yes	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$5.00	0.00	per device
Earphones		yes			\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.10	\$2.00	0.00	per item
Library Bags	690	Yes	\$2.00	\$2.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.25	\$5.00	0.00	per bag
Academic / Specialist Library Inter Library Loan Fee (outgoing)		yes			\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.80	\$16.00	0.00	per item
Academic/Specialist Library Inter Library Loan Fee (incoming)	690	Yes	\$9.00	\$9.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.50	\$11.05	\$10.50	0.00	per item
Library Services & Lifelong Learning													
Activities/Programs													
Book discussion group annual membership fee		no			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$21.00	\$20.00	0.00	per year per member
Yoga	487	Yes	\$9.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.50	\$10.00	0.00	per session

11.6 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 4

REPORT AUTHOR: Manager, Economic Development & Strategy
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 83664509
FILE REFERENCE: qA114995
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to present to the Council, the Briar Road and Turner Street – Road Reconstruction Project as the project which has been identified for the allocation of the grant funding, which will be provided to the Council under the Federal Government's *Local Roads and Community Infrastructure Program Phase 4*.

BACKGROUND

In May 2020, the Federal Government announced details of its *Local Roads & Community Infrastructure Program (LRCI)*, as part of the Federal Government's economic response to the COVID-19 Pandemic. The purpose of the *LRCI Program* is to support councils in the delivery of priority local road and community infrastructure projects across Australia by supporting and creating jobs and building the resilience of local economies to help communities bounce back from the COVID-19 Pandemic.

Through the 2020-2021 Federal Budget, the Federal Government announced an extension of the *LRCI Program*, now more commonly referred to as the LCR Program Phase 2.

On 11 May 2021, as part of the 2021-2022 Budget, the Federal Government announced an additional \$1 billion for Phase 3 of the LCR Program. Similar to the previous two (2) phases, the intent of Phase 3, was to assist a community led recovery from Covid-19 by supporting jobs, businesses and procurement.

In accordance with its 2023 election promise, the Federal Government has committed \$750 million to Phase 4 of the LRCI Program, which includes \$250 million, which will be directly allocated to road projects in rural, regional and outer urban areas. The remaining \$500 million will be distributed to all councils across Australia, based on the formula used to calculate the funding allocations under the Federal Government *Roads-to-Recovery Program*.

The guidelines and grant agreements associated with Phase 4 have yet to be released, however the Council has been advised that it will receive \$444,393. In its correspondence, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, has indicated that the guidelines and grant agreements will be finalised over the coming months. It is anticipated that the guidelines will be similar to the guidelines used for all three previous phases.

In total, the Federal Government has allocated \$3.25 billion to the *Local Roads and Community Infrastructure (LRCI) Program* over the four (4) phases to support councils.

As part of Phase 1, the Council was successful in securing \$444,000 under this Program to complete the reconstruction of the total length of Langman Grove, Felixstow from Pembury Grove through to Briar Road, Felixstow.

As part of Phase 2, the Council received \$1.27 million and this funding was allocated to the construction of the St Peters Streetscape Upgrade Project.

As part of Phase 3, the Council received \$888,876, which was allocated to the Cruikshank Reserve Multi-Purpose Building and Unisex Toilets Project. The tenders for the construction of this Project are currently being assessed by staff and will be presented to the Council in April.

The Council will be able to access its Phase 4 funding allocation of \$444,393 from July 2023, with the projects required to be physically completed by 30 June 2025.

As with the earlier three (3) Phases of the *LRCI Program*, eligible funding recipients (ie Local Government) can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. In line with the objectives of the Program, it is encouraged that where possible local businesses and workforces are engaged to deliver the work.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The project presented for consideration will deliver on the following strategies set out in the Council's Strategic Management Plan, *CityPlan 2030: Shaping the Future*

Social Equity: An inclusive, connected, accessible and friendly community.

Strategy 1.1.3 Design and provide safe, high quality facilities and spaces for all people.

Strategy 1.2.1 Enable sustainable and active transport modes.

Strategy 1.2.2 Provide safe and accessible movement for all people.

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

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

Strategy 2.4.2: Encourage sustainable and quality urban design outcomes.

Environmental Sustainability: A leader in environmental sustainability.

Strategy 4.2.1 Improve the amenity and safety of streets for all users including reducing the impact of urban heat island effect.

FINANCIAL AND BUDGET IMPLICATIONS

To be eligible to receive the funding, the project/s which are submitted must be new projects, (ie in addition to projects which have already been committed to and funds allocated to by the Council). This means the Council cannot use the grant funding to offset the cost of projects, which have already been identified and funded by the Council.

In recommending the project for the Council's consideration, staff have reviewed the projects that have been identified in the Long-Term Financial Plan, projects that have been identified but are yet to be scheduled by the Council. including the condition of various assets which may or may not have been included in the Council's Asset Management Plans. Each project that fell into this category, was assessed against the eligibility criteria set out in the previous funding guidelines.

In addition, staff took into consideration the current schedule of projects, the Council's current financial commitment and the staff resources available to deliver the projects.

EXTERNAL ECONOMIC IMPLICATIONS

The purpose of the Federal Government's *Local Roads & Community Infrastructure Program* is to create jobs and stimulate the local economy by supporting councils to deliver local road and community infrastructure construction projects. The intent is for the Council to undertake construction projects, which include "local content" to ensure that the funding supports local businesses and creates short term employment opportunities within the local community, therefore supporting local communities in their recovery from the impact of the COVID-19 Pandemic.

SOCIAL ISSUES

The desired outcome of the Federal Government Program is to provide social benefits to the local communities such as improved road safety, accessibility and visual amenity. In evaluating the projects presented, these factors were taken into consideration.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

If the Council endorses the Briar Road and Turner Street – Road Reconstruction Project, this could be delivered within existing resources.

RISK MANAGEMENT

In respect to the *Local Roads & Community Infrastructure Program Phase 4*, if construction is not completed within the specified timeframes, the Council may not receive its full funding allocation. This risk will be managed by scheduling the works in the 2023-2024 financial year to ensure that works are completed comfortably within the specified timeframes. It is important for the Council to select a project that is within the Council's capability and can be easily delivered within the allocated timeframe and resources. It is also important for the Council to ensure that the Project which is selected does not place an additional unnecessary burden on the Council's financial position and human resource.

The programme for the delivery of Briar Road and Turner Street – Road Reconstruction Project and the extended grant program timeframe (ie 24 months), means that there is a very low risk of the Council not completing the Project within the required timeframe.

Also, given the current state of the construction industry and escalating costs, any delays to the delivery of this Project are likely to generate additional costs to the Project. Therefore, it has been identified that the key element to ensuring the successful delivery of this Project, is to ensure that it is scheduled early in the grant period to keep the costs down and to ensure that it is delivered within the allocated grant funding timeframe.

The risk ratings for the top three (3) risks associated with *Local Roads & Community Infrastructure Program Phase 4* are summarised in **Table 1** below.

TABLE 1: KEY RISKS ASSOCIATED WITH THE LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 4

Risk ID	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Council not endorsing the Briar Road and Turner Street - Road Reconstruction Project as the nominated project.	Financial	Low 21	Provision of detailed Council report.	Financial	Low 21
		Services/Programs	Medium 17		Services/Programs	Medium 17
2	Total Cost exceeding the cost estimate.	Financial	Low 23	The road design has been completed and is ready for construction. Council staff have applied current contractor rates to determine estimated cost.	Financial	Low 21
		Reputation	Low 23		Reputation	Low 21
3	Not completing the Project within the grant programme timeframe.	Financial	Low 22	Program the work in 2023-2024 as part of the Council's road reconstruction – this will provide sufficient lead time and ensure the project is delivered within the required timeframe.	Financial	Low 22
		Services/Programs	Low 22		Services/Programs	Low 22
		Reputation	Low 22		Reputation	Low 22

CONSULTATION

- **Elected Members**
Elected Members have been previously consulted in respect to the Phase 1, Phase 2 and Phase 3 projects.
- **Community**
Not Applicable.
- **Staff**
Manager, City Assets
Manager, City Projects
- **Other Agencies**
Not Applicable.

DISCUSSION

The objective of the *LRCI Program Phase 4*, is to stimulate the economy through additional infrastructure construction activities in local communities across Australia, in order to assist communities in the management of the economic impacts of the COVID-19 Pandemic. Based on the objective that this is an economic stimulus measure, one of the conditions of the *LRCI Program* is that councils can only submit project/s which are in addition to those projects already identified and funded as part of the Council's budget. The funding is not intended to replace existing expenditure commitments by Councils but rather, enable additional expenditure as economic stimulus. However, in accordance with the Program Guidelines for the previous three (3) phases, the Council can nominate discrete later stages of projects that have already received grant funding under previous phases of the *LRCI Program*. The only requirement is that the Phase 4 nomination must be a new separate and previously unfunded project stage.

As the purpose of the *LRCI Program* is to stimulate local economies and employment opportunities, the delivery of the projects must be between 1 July 2023 and 30 June 2025. Whilst the Program Guidelines are yet to be released, it is anticipated that they will not differ significantly from the previous three (3) phases. In all three (3) previous phases of the *LRCI Program*, co-contributions were not required, but were allowed to be used for projects – provided that the combined funding for the project does not exceed the estimated cost of the project.

An eligible project must be either:

- a local road project, which involves the construction or maintenance of roads which are managed by the Council, with the focus on improved road safety outcomes. Road projects may include elements associated with a road such as:
 - traffic signs;
 - traffic control equipment;
 - street lighting equipment;
 - a bridge or tunnel;
 - a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
 - facilities off the road that support the visitor economy; and
 - road and sidewalk maintenance, where additional to normal capital works schedules; or
- a community infrastructure project that involves the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

All projects whether carried out on Council owned land, or another type of public land. must deliver benefits to the community, such as improved accessibility, visual amenity and/or safety.

In determining the projects to which the funding could be allocated, consideration has been given to the extension (increasing the scope) of existing projects, as well as future projects, which have been identified in the Council's draft *Long Term Financial Plan* and *Civil Infrastructure and Asset Management Plan* (post 2022-2023).

Based upon an assessment which has been undertaken by Council staff, including the current priorities which has been assigned to projects by the Council, in the Council's *Long Term Financial Plan* and the Council's ability to deliver the project within the timeframe required by the grant program, staff have identified the following project for the grant funding:

1. Briar Road and Turner Street - Road Reconstruction

Briar Road and Turner Street, Felixstow, are critical public transport routes, forming part of one of the few cross-city bus routes in Norwood, Payneham & St Peters. As a result, the road surfaces on Briar Road and Turner Street have recently started exhibiting signs of pavement failure, which is associated with the higher loading imposed by the public transport bus services. The pavement failure was not evident during the last condition inspection in 2020 and as a result, the reconstruction of Briar Road and Turner Street is not included in the current *Civil Infrastructure Asset Management Plan*, however it has since been identified.

It is proposed that the Briar Road and Turner Street – Road Reconstruction Project comprise of the reconstruction of the full length of Turner Street from OG Road through to Briar Road and the section of Briar Road that is utilised for public transport, from Turner Street through to Langman Grove. Included as part of the Project will be an upgrade to the footpaths and additional tree planting. This reconstruction project would complete the reconstruction of the public transport network within the suburb of Felixstow in its entirety.

The proposed Briar Road and Turner Street – Road Reconstruction Project is estimated to cost in the vicinity of \$750,000. As such, in order to undertake the additional works during the 2023-2024 financial year and utilise the grant funding of \$444,393. The Council would need to approve a net increase of approximately \$310,000 as part of the 2023-2024 Capital Works Budget to enable the work to be delivered. Should the Council resolve to select this Project, the increase will be presented to the Council for its consideration as part of the draft 2023-2024 Budget.

Given that Briar Road and Turner Street are significant connector roads and a bus route, allocating the grant funding to this Project, will complete the reconstruction of the full length of the bus route within the suburb of Felixstow.

Whilst there are a number of projects which may be worthy of the grant funding, the Council needs to make a decision to allocate the grant funds towards a project which achieves the greatest outcome, taking into consideration the budget implications and the Council's capacity to deliver these projects. For these reasons it is proposed that the additional funds (ie \$444,393) available under the *LGCI Extension Program Phase 4* be allocated to the Briar Road and Turner Street, Felixstow.

OPTIONS

The Council has the following two (2) options available:

1. endorse the Briar Road and Turner Street, Felixstow upgrade as the recommended project;
2. endorse an alternative project as the project to be undertaken as part of the LRCI Program Phase 4.

Option 1 is the recommended option for the reasons set out in this report.

CONCLUSION

The grant funding provides the Council with an opportunity to bring forward capital expenditure which will deliver benefits to the community and offset the actual costs of the various projects.

The intent of the Federal Government's *LRCI Extension Program* is to stimulate local economies, provide short term employment opportunities and support local businesses. Participation in the Program provides the Council with an opportunity to further support the community during this difficult financial period.

COMMENTS

Nil.

RECOMMENDATION

That the Briar Road and Turner Street – Road Reconstruction Project in Felixstow, be submitted for funding under the Federal Government's Local Road and Community Infrastructure Program Phase 4.

**Section 3 – Governance & General
Reports**

11.7 LOSS OF OFFICE – WARD COUNCILLOR FOR THE MAYLANDS/TRINITY WARD

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA115010
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of the report is to advise the Council of the loss of Office of Councillor in the Maylands/Trinity Ward.

BACKGROUND

The 2022 Local Government Elections (the Election) were held on Saturday, 12 November 2022.

The Electoral Commission of South Australia conducted the election which was conducted by postal voting.

An election was held for the position of Mayor and Elected Members for five (5) of the six (6) Wards within the City of Norwood Payneham & St Peters.

An election was not held for the West Norwood/Kent Town Ward as Sue Whittington and Grant Piggott were declared Elected (unopposed), by the Deputy Returning Officer at the close of nominations on 6 September 2022.

As part of the Election process, all Candidates, (including those Candidates who were elected and those Candidates who were not elected), must complete and lodge two (2) Campaign Donation Returns forms with the Electoral Commissioner of South Australia. Section 81 of the *Local Government (Elections) Act 1999* sets out the requirements as follows:

81—Campaign donations returns

- (1) *Subject to this section and section 81B, a campaign donations return for a candidate for election to an office of a council must set out –*
 - (a) *the total amount or value of all gifts received by the candidate during the disclosure period; and*
 - (b) *the number of persons who made those gifts; and*
 - (c) *the amount or value of each gift; and*
 - (d) *the date on which each gift was made; and*
 - (e) *in the case of each gift made on behalf of the members of an unincorporated association –*
 - (i) *the name of the association; and*
 - (ii) *the names and addresses of the members of the executive committee (however described) of the association; and*
 - (f) *in the case of each gift purportedly made out of a trust fund or out of the funds of a foundation–*
 - (i) *the names and addresses of the trustees of the fund or of the funds of the foundation; and*
 - (ii) *(ii) the title or other description of the trust fund or the name of the foundation, as the case requires; and*
 - (g) *in the case of each other gift - the name and address of the person who made the gift.*
- (2) *A campaign donations return need not set out any details required by subsection (1) in respect of –*
 - (a) *a private gift made to the candidate; or*
 - (b) *a gift if the amount or value of the gift is less than \$500; or*
 - (c) *a gift disclosed in a large gifts return under section 81A.*
- (4) *If no details are required to be included in a return under this section for a candidate, the return must nevertheless be lodged and must include a statement to the effect that no gifts of a kind required to be disclosed were received.*

Section 54 of the *Local Government Act 1999*, sets out the following in respect to those candidates who were elected and fail to lodge their Campaign Donation Return within one (1) month of the required lodgement date:

- (1) *the office of a member of a council becomes vacant if the member –*
- (h) *fails to submit a return under Part 14 of the Local Government Elections Act 1999 before the expiration of one month from the end of the period allowed under that Act for the submission of the return.*

On 10 February 2023, the Electoral Commissioner of South Australia forwarded a letter to the Council's Chief Executive Officer, advising that Cr Scott Sims had failed to lodge his Campaign Donation Return by the due date, which in Cr Sims's case, as he was a returning Candidate elected in a contested election was by, at the very latest, 19 January 2023.

A copy of the letter dated 10 February 2023, from the Electoral Commissioner of South Australia is contained within **Attachment A**.

DISCUSSION

In accordance with the *Local Government Act 1999* (the Act), when the office of a member of the Council becomes vacant, the Chief Executive Officer must advise the Council and give notice of the vacancy in the Government Gazette.

This report therefore ensures compliance with Section 54(6)(1) of the Act in respect to the obligations to notify the Council at the next Council Meeting.

In accordance with Section 54(6)(2) of the Act, a notice was published in the Government Gazette on Thursday, 23 February 2023.

A copy of the Notice is contained within **Attachment B**.

Mr Sims has the opportunity to apply to the South Australian Civil & Administrative Tribunal (SACAT), for reinstatement to the position of Councillor. Any such application must be lodged by 20 February 2023.

The position previously held by Mr Sims will remain vacant whilst the application is being assessed (if Mr Sims lodges an application) and until resolved by SACAT. However, it will be necessary to hold a supplementary election if the time for making an application to the SACAT expires and an application is not made or, where an application is made, Mr Sims is not reinstated to the position.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

RECOMMENDATION

That the Council notes that the Chief Executive Officer has notified the Council in accordance with Section 54(6) of the *Local Government Act 1999*, that the office of Ward Councillor for the Maylands/Trinity Ward, formerly occupied by Cr Scott Sims, became vacant by operation of Section 54(1)(h) of the *Local Government Act 1999* on 20 January 2023.

Attachments – Item 11.7

Attachment A

Loss of Office Ward Councillor for the Maylands/Trinity Ward

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

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



City of
**Norwood
Payneham
& St Peters**

OFFICIAL



10 February 2023

Level 6, 60 Light Square
Adelaide SA 5000
GPO Box 646
Adelaide SA 5001
T +61 8 7424 7400
W ecsa.sa.gov.au
ABN 99 891 752 468

Mr Mario Barone
Chief Executive Officer
Norwood City Council

mbarone@npsp.sa.gov.au

Dear Mr Barone

Re: 2022 Local Government Periodic Elections – disclosure returns

I am now reporting to you the outcome of the campaign donation returns required to be lodged by candidates.

Unfortunately, a small number of elected members have not lodged their second donation return on time in accordance with the *Local Government (Elections) Act 1999* (LGE Act). These returns were due in December 2022. The consequence of doing so is to cause certain provisions in the *Local Government Act 1999* (LG Act) to take effect.

Section 54(1)(h) in Chapter 2, Part 2 of the LG Act provides that the office of a member of a council becomes vacant if the member fails to submit a return under Part 14 of the LGE Act before the expiration of one month from the end of the period allowed under that Act for the submission of the return.

It is my view that Scott Sims is required to vacate the office in accordance with the 'casual vacancy' provisions set out in section 54.

This member is no longer a member of the council. This has occurred by automatic operation of the LG Act and is not the result of a decision by me as Electoral Commissioner or Returning Officer or by any other person.

Next Steps

Please note that section 54(4)(a) of the LG Act provides that if a member's office becomes vacant because of the member's failure to submit a return under Part 14 of the LGE, the South Australian Civil & Administrative Tribunal (SACAT) may, on application made within one month

after the vacation of office, restore the member to office if satisfied that the failure arose from circumstances beyond the member's control.

Please note that this one-month period to apply to SACAT for reinstatement applies from the date that the casual vacancy was created. ECSA is not able to provide legal advice concerning the timing of any application that a member may wish to make to SACAT. However, it seems that on our calculations, an application by this member would need to be lodged by **Monday 20 February 2023**.

Applications to SACAT can be made online to: <https://www.sacat.sa.gov.au/applications-and-hearings/how-to-apply-to-sacat>

You may wish to contact Scott Sims to ensure that he is aware of these timing requirements should they wish to make an application to SACAT to be reinstated.

Steps taken to notify candidates of their disclosure obligations:

Section 80 in Part 14, Division 1 of the LGE Act prescribes certain times for the lodgement of two campaign donation returns during and after the conclusion of the election. In simple terms, one donation return is due during the election period (after the close of nominations) and one return is due after the conclusion of the election.

Candidates are required to comply with the legislation in relation to the completion of these returns (including where relevant the lodgement of a nil campaign donation return) and required to observe the legislated time limits for the lodgement of these returns with the Electoral Commissioner (as the Returning Officer).

Significant steps were taken by ECSA to advise candidates of the requirement to lodge their campaign donation returns by these legislated dates. Information on campaign donation returns is made available to candidates in several mediums, including:

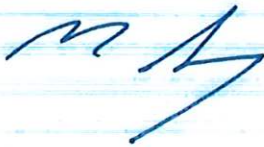
- Information including a returns timetable is available on ECSA's website.
- Extensive information about disclosure returns is in the candidate handbook.
- Information was delivered in the candidate briefing sessions held in person and via webinar.
- Information was included in the online pre-recorded candidate briefing session.
- The letter sent to candidates following close of nominations included instructions on campaign donation returns requirements. Most candidates would have received this letter via email on 7 September 2022.
- The attachment on illegal practices to the above letter included information on campaign donation returns requirements.
- The gazette notice published on 15 September 2022 following close of nominations included dates for submitting campaign donation returns.

- A results letter which included reminders on campaign donation returns requirements.
- An email dated 23 November 2022 was issued to candidates reminding them of their obligation to lodge their second campaign donation return.
- An auto-generated system email was issued by ECSA's systems to candidates who had not yet lodged their second campaign donation return by a certain date.
- A letter was issued by registered post and email on or about 12 January 2023 to those candidates who had not lodged their second campaign donation return as at that date. The letter included a reference to section 85 of the LGEA as well as the notes to section 86 referring to the creation of a casual vacancy if the member failed to submit a return before the expiration of one month from the end of the period allowed under the Act for the submission of a return.

The majority of candidates lodged their required campaign donation returns as required, either in compliance with the Act or information provided by ECSA, or following reminders issued to ensure compliance.

A letter advising the member in question will be issued.

Yours sincerely



Mick Sherry
ELECTORAL COMMISSIONER

Attachment B

Loss of Office Ward Councillor for the Maylands/Trinity Ward

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

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



City of
**Norwood
Payneham
& St Peters**

LOCAL GOVERNMENT INSTRUMENTS

CITY OF CHARLES STURT

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is hereby given in accordance with section 54(6) of the *Local Government Act 1999* that the office of Henley Ward of the City of Charles Sturt, formerly occupied by Merlindie Fardone, became vacant by operation of section 54(1)(h) of the *Local Government Act 1999* on 20 January 2023.

Dated: 23 February 2023

PAUL SUTTON
Chief Executive Officer

CITY OF MITCHAM

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is given in accordance with section 54(6) of the *Local Government Act 1999* that a vacancy has occurred in the office of Craighuram Ward, Councillor Darren Kruse, due to the operation of section 54(1)(h) of the *Local Government Act 1999*, effective 19 January 2023.

Dated: 23 February 2023

MATTHEW PEARS
Chief Executive Officer

CITY OF MOUNT GAMBIER

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is hereby given in accordance with section 54(6) of the *Local Government Act 1999* that the office of Area Councillor for the City of Mount Gambier, formerly occupied by Mark Lovett, became vacant by operation of section 54(1)(h) of the *Local Government Act 1999* on 24 January 2023.

Dated: 23 February 2023

SARAH PHILPOTT
Chief Executive Officer

CITY OF NORWOOD PAYNEHAM & ST PETERS

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is given in accordance with Section 54(6) of the *Local Government Act 1999* that the office of Councillor for the Maylands/Trinity Ward of the City of Norwood Payneham & St Peters, formerly occupied by Scott Sims, has become vacant due to the operation of section 54(1)(h) of the *Local Government Act 1999*, effective 20 January 2023.

Dated: 23 February 2023

M. BARONE
Chief Executive Officer

CITY OF ONKAPARINGA

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is hereby given in accordance with section 54(6) of the *Local Government Act 1999* that the office of ward councillor for the Knox ward of the City of Onkaparinga, formerly occupied by Councillor Heidi Greaves became vacant by operation of section 54(1)(h) of the *Local Government Act 1999* on 21 January 2023.

Dated: 23 February 2023

JULIA GRANT
Chief Executive Officer

CITY OF PLAYFORD

LOCAL GOVERNMENT ACT 1999

Notice of Vacancy in the Office of Member of Council

NOTICE is hereby given in accordance with section 54(6) of the *Local Government Act 1999* that the office of ward councillor for Ward 5 of the City of Playford, formerly occupied by Shirley Halls, became vacant by operation of section 54(1)(h) of the *Local Government Act 1999* on 21 January 2023.

Dated: 23 February 2023

SAM GREEN
Chief Executive Officer

**11.8 2023 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY
& NOTICES OF MOTION**

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

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the 2023 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 13-16 June 2023.

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 \$1,660 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 & Civic Affairs, dated 12 January 2023.
- **Community**
Not Applicable.
- **Staff**
Not Applicable.
- **Other Agencies**
Not Applicable.

DISCUSSION

The theme of the 2023 NGA is *Our Communities Our Future*. At the time of writing this report, the program for the NGA was not finalised.

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 & Civic Affairs.

No Expressions of Interest to attend the 2023 NGA have been received.

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 24 March 2023.

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 theme has been prepared by the ALGA to assist Councils.

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

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 the eligibility of the Motions for inclusion in the General Assembly Business Papers.

A Memorandum dated 12 January 2023, was forwarded to all Elected Members inviting them to contact the General Manager, Governance & Civic 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 & Civic 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 2023 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 24 March 2023, if the Motions are to be considered at the National General Assembly.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Attachments – Item 11.8

Attachment A

2023 Australian Local Government Association National General Assembly & Notices of Motion

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

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



City of
**Norwood
Payneham
& St Peters**



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2023
NGA

OUR COMMUNITIES
OUR FUTURE ▶▶▶

DISCUSSION PAPER
Call for Motions

13 – 16 JUNE 2023

NATIONAL CONVENTION CENTRE
CANBERRA



A1



The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra 13 - 16 June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

24 March 2023	13 June 2023	14 - 15 June 2023	16 June 2023
Acceptance of Motions	Regional Cooperation & Development Forum	National General Assembly	Australian Council of Local Government

**To submit your motion,
visit: alga.com.au**

Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia’s councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

Changes for 2023

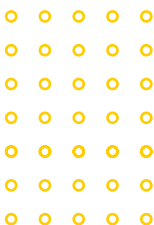
The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA’s policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA’s Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.



Submitting Motions

The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra 13 – 16 June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at www.alga.com.au and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the convenor of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.

Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...

Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.com.au.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**

Setting the scene

'Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.'

The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022–23

The opening statement of the Federal Treasurer's first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank's target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia's productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia's future. Drawing on the Intergenerational Report the Treasurer notes that '... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.'

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:



Sources: Adapted from SGS Research for ALGA's Submission to Productivity Commission (2022)

Are there programs and initiatives that the Commonwealth Government could implement to improve local government's capacity to support productivity growth?

Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?

2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

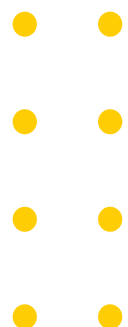
The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?

Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?



3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?

Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?

Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?

What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?

4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?

5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?

6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?



7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?



Conclusion

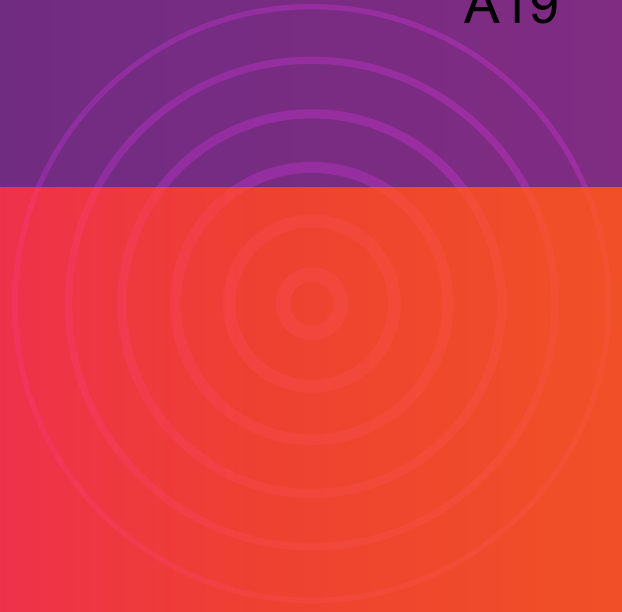
Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.







AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

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Deakin, ACT, 2600 | alga@alga.asn.au

www.alga.com.au

11.9 SERIOUS INCIDENT RESPONSE SCHEME – AGED CARE SERVICES AND PROGRAMS

REPORT AUTHOR: Manager, Community Services
GENERAL MANAGER: General Manager Governance & Civic Affairs
CONTACT NUMBER: 8366 4600
FILE REFERENCE: qA108066
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to provide information to the Council regarding the *Serious Incident Response Scheme*.

BACKGROUND

The *Serious Incident Response Scheme* (SIRS) is an initiative that helps prevent and reduce incidents of abuse and neglect in older citizens who receive subsidised aged care services. The SIRS is now a legislative requirement under the *Commonwealth Aged Care Legislation Amendment (Serious Incident Response Scheme) Instrument (2021)* and the *Aged Care Legislation Amendment (Incident Management and Reporting) Instrument (2022)*, for providers of Residential Aged Care, Home Care Packages and Commonwealth Home Support Program.

Initially introduced in Residential Aged Care Services, from 1 April 2021, SIRS has been extended to services and programs which are delivered in the Home and Flexible Care environments which includes the Commonwealth Home Support Program from 1 December 2022.

The SIRS helps to:

- strengthen aged care systems to reduce the risk of abuse and neglect;
- build Aged Care service providers' skills so they can better respond to serious incidents;
- enable Aged Care Service providers to review incident information to drive improvements in quality and safety;
- reduce the likelihood of preventable incidents reoccurring; and
- ensure people receiving aged care have the support they need.

The SIRS sets out the arrangements for approved providers of Residential Care, Home Care and Flexible Care, to manage and take reasonable action to prevent incidents of abuse, harm and neglect in service delivery with a focus on the health, safety, wellbeing and quality of life for older citizens. The SIRS also introduces explicit obligations for aged care providers to report a range of serious incidents to the Aged Care Quality and Safety Commission (the Commission).

As a provider of the Commonwealth Home Support Program the responsibilities and actions required for the Serious Incident Response Scheme will also apply to the Council.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable

ENVIRONMENTAL ISSUES

Not Applicable

RESOURCE ISSUES

Not Applicable

RISK MANAGEMENT

The Royal Commission into Aged Care identified that the level of neglect and abuse in aged care nationally was unacceptably high. The reporting system in place at the time for incidents of abuse and neglect was unsatisfactory, due to the limited scope regarding the incidents that needed to be responded to. In addition, the information reported by approved providers was not adequate nor used effectively.

Whilst an SIRS was in place for Residential Aged Care Services from April 2021, the Royal Commission identified that these arrangements needed to be broadened. The Royal Commission into aged care recommended that the SIRS be extended to cover allegations of certain serious incidents perpetrated by aged care employees against people receiving aged care in home settings.

The need for oversight, management and prevention of serious incidents in home settings becomes more important as more older citizens seek to remain in their home for as long as possible and are likely to receive aged care services in their homes for longer. Older citizens receiving aged care at home will also most likely have increased levels of frailty, cognitive impairment or both and therefore may be more vulnerable and at risk.

To address these matters, the SIRS sets out the arrangements that the Council is required to take to prevent incidents of abuse, harm and neglect to citizens who receive the Council's Home Support services or participate in Home Support programs.

A risk analysis has been undertaken regarding the requirements of the Serious Incidents Response Scheme. The Council's Incident Management System and Complaints process will ensure that all incidents are captured, investigated and actioned. Table.1 sets out an analysis of the three (3) main risks associated with ensuring that any Serious Incident is reported to the Aged Care Quality and Safety Commission.

TABLE 1: KEY RISKS ASSOCIATED WITH REPORTING SERIOUS INCIDENT TO THE AGED CARE QUALITY AND SAFETY COMMISSION

Risk ID	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Serious Incident not reported within prescribed time frames.	<i>Regulatory</i>	<i>Low 22</i>	Procedure has been developed with guidelines on reporting timeframes. Staff are aware of timeframes.	Regulatory	Low 22
2	Serious Incident not reported due to Council Staff and Volunteers not being aware of what to do.	People	Low 22	Procedure has been developed with clear guidelines on staff and Volunteers responsibilities.	People	Low 22
		Reputation	Low 22	The Council has a complaints process for citizens to use if they have concerns about their services	Reputation	Low 22
		Regulatory	Low 22		Regulatory	Low 22
3	Serious Incident is not reported due to contractors not being aware of their responsibilities	People	Low 22	Contractors have been advised and are aware of their responsibilities to report all incidents.	People	Low 22
		Reputation	Low 22	The Council has a complaints process for citizens to use if they have concerns about their services	Reputation	Low 22
		Regulatory	Low 22		Regulatory	Low 22

The main risk associated with implementing a SIRS, is that the incident may not reported due to staff or Volunteers not being aware of what to do should a serious incident occur during or in connection to the delivery of a service or program. Should this occur, the health and well-being of clients will be at risk and depending on the seriousness of the incident, the Council may face regulatory action from the Aged Care Quality and Safety Commission, such as an audit or sanctions issued against the service. This risk is proposed to be mitigated by a number of strategies which includes the following:

- availability of a complaints process for clients;
- procedure for reporting and managing serious incidents; and
- provision of training on the Serious Incidents Response Procedure for staff and Volunteers.

CONSULTATION

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

DISCUSSION

The Serious Incident Response Scheme requires all aged care providers to identify, record, manage, resolve and report all serious incidents that occur, or are alleged or suspected to have occurred, either during or in connection to a service that has been delivered. From the Council's perspective the SIRS will be applicable to all Commonwealth Home Support Services and Programs that are delivered by the Council and includes those service and programs which are delivered by Contractors and Volunteers.

The Aged Care Safety and Quality Commission (the Commission), is the regulatory body responsible for assessing and monitoring the quality of care and services against the Aged Care Quality Standards.

The Commission has defined the following types of incidents as serious incidents:

1. Unreasonable use of force - for example, hitting, pushing shoving or rough handling of a client.
2. Unlawful sexual contact or inappropriate sexual conduct - includes sexual threats against a client, stalking, or sexual activities without the client's consent.
3. Neglect of a client - withholding personal care, untreated wounds, or insufficient assistance during meals.
4. Psychological or emotional abuse – actions that may cause a client emotional distress.
5. Unexpected death – where reasonable steps were not taken by the provider to prevent the death, the death is a result of care or services provided by the provider or failure by the provider to provide care and services.
6. Stealing or financial coercion by a staff member – if a staff member coerces a client to change their will to their advantage, or steals valuables from the consumer.
7. Inappropriate use of restrictive practices - where restrictive practices is used without consent, in a non-emergency situation or the issuing of drugs to influence their behaviour.
8. Unexplained absence from care – where the client is absent from the service without explanation and there are reasonable grounds to report the absence to the police.

From a risk management perspective, the implementation of the SIRS has two (2) key components:

- incident management responsibilities; and
- reportable incident obligations.

With respect to incident management responsibilities, the Council is required to have in place an effective Incident Management System to manage incidents. In this regard, the Council has processes and protocols in place to ensure that all incidents (especially serious incidents) are responded to with appropriate actions, managed and reviewed to ensure that such incidents are prevented in the future. All Contractors, Volunteers and staff are aware of their responsibilities regarding reporting of serious incidents.

The Council is legally required to report all serious incident that have been alleged or suspected to have occurred to the Commission. The time for reporting incidents is dependent on whether they are classified as a Priority 1 or Priority 2 type incident type.

Priority 1 type incidents include the following:

- where the care has caused or could reasonable have expected to have caused a care recipient physical or psychological injury requiring medical or psychological treatment;
- where there are reasonable grounds to report the incident to the police;
- unlawful sexual contact;
- instances of unexplained absences from care; and
- any unexpected death of a client during care.

All Priority 1 Incidents must be reported to the Commission within 24 hours of becoming aware of the incident. Priority 2 incidents are those that are not covered by the Priority 1 definition and must be reported the Commission within 30 days.

As mentioned previously, the SIRS reporting responsibilities are a legislative requirement. The SIRS also complements other legislative requirements which are applicable to Aged Care Providers which includes complying with the Aged Care Quality Standards which set out standard of cares that an older citizen can expect for the services they receive. For example, under Standard 8 Organisational Governance, Aged Care Providers are required to have in place effective risk management systems and practices that enable the organisation (among other things) to manage high-impact risks associated with the care of older citizens, and to identify and respond to abuse and neglect of older citizens.

Where appropriate, the Commission has the power to take regulatory action in dealing with non-compliance by Aged Care providers' responsibilities. Where the Commission identifies evidence of non-compliance or information that may suggest non-compliance with regard to the delivery of services against the standards or SIRS, the Commission may undertake compliance and enforcement action, which may involve issuing directions on actions that the service provider needs to undertake, fines or injunctions.

The Serious Incident Response Scheme requires the Council's Elected Members to be informed of the Council's performance with respect to serious incidents that occur. In this regard information will be provided on the number of serious incidents and type of serious incidents as either part of the quarterly Community Services update or through the Corporate Reporting system.

CONCLUSION

The Council has a legislative and moral responsibility to ensure that the service and programs that it offers to vulnerable citizens are safe. The Serious Incident Response Scheme ensures that serious incidents are prevented and appropriate actions taken and reported.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

11.10 NOMINATION TO EXTERNAL BODIES – DOG AND CAT MANAGEMENT BOARD

REPORT AUTHOR: Executive Assistant, Governance & Civic Affairs
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4533
FILE REFERENCE: qA2136
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to advise the Council of the call for nominations by the Local Government Association (LGA), for appointment to the Dog and Cat Management Board. The previous two (2) members nominated by the LGA are not eligible for reappointment.

BACKGROUND

The Dog and Cat Management Board (the Board) is a statutory authority which is governed by the *Dog and Cat Management Act 1995* (the Act). The Board works closely with key organisations and the State Government, to improve dog and cat management in South Australia.

Under Section 12 of the Act, the Dog and Cat Management Board comprises of nine (9) members, of whom:

- four (4) are nominated by the LGA;
- four (4) are nominated by the Minister; and
- one (1), to chair the Board, is jointly nominated by the LGA and the Minister.

Appointments to the Dog and Cat Management Board are for a period of up to 3 years.

Meetings are held eleven (11) times a year (generally on the fourth Tuesday of each month, except for January). The sitting fee for Board Members is \$206 per meeting.

Members of the Board must have the following attributes:

- practical knowledge of and experience in Local Government, including Local Government processes, community consultation and the law as it applies to Local Government;
- experience in the administration of legislation;
- experience in financial management; and
- experience in education and training.

A copy of the Dog and Cat Management Board Selection Criteria and Nomination form is contained within **Attachment A**.

All nominees must provide an up-to-date Resume and respond to the selection criteria. Applications are required to be forwarded to the LGA by 31 March 2023.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

RECOMMENDATION

1. The Council notes the report and declines the invitation to submit a nomination to the Local Government Association of South Australia for the Dog and Cat Management Board.

or

2. The Council nominates _____ to the Local Government Association of South Australia for the Dog and Cat Management Board.

Attachments – Item 11.10

Attachment A

Nomination to External Bodies Dog and Cat Management Board



City of
Norwood
Payneham
& St Peters

LGA Appointments and Nominations to Outside Bodies — Call for Nominations

Dog and Cat Management Board	
Governing Statute (if applicable)	Section 12(1)(a) Dog and Cat Management Act
Purpose/Objective	Public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
Administrative Details	11 meetings per year with a fee of \$206/session
Selection Criteria (to be addressed by applicant)	<ul style="list-style-type: none"> Local government knowledge and experience practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government experience in the administration of legislation experience in financial management experience in education and training.
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p>Liability and indemnity cover</p> <p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>	
<p>For more information contact: LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000</p>	

LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

- *Must be submitted by a council*
- *Must be emailed in PDF format to nominationscoordinator@lga.sa.gov.au*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).

SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.

Please refer to the **Call for Nominations** information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

Dog and Cat Management Board	
Council Details	
Name of Council submitting the nomination	
Contact details of council officer submitting this form	Name: Position: Email: Phone:
Council meeting minute reference and date	
Nominee Full Name	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

PART B

SECTION 2: NOMINEE to complete

Dog and Cat Management Board			
Nominee Details			
Full Name		Gender	
Home / Postal Address			
Phone		Mobile	
Email			
Why are you interested in this role?			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Response to selection criteria (if applicable) <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i> attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies? Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: • _____			
Undertaking: <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

12. ADOPTION OF COMMITTEE MINUTES

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

PURPOSE OF REPORT

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

- **Traffic Management & Road Safety Committee – (21 February 2023)**
(A copy of the Minutes of the Traffic Management & Road Safety Committee meeting is contained within **Attachment A**)
- **Norwood Parade Precinct Committee – (21 February 2023)**
(A copy of the Minutes of the Norwood Parade Precinct Committee meeting is contained within **Attachment B**)

ADOPTION OF COMMITTEE MINUTES

- **Traffic Management & Road Safety Committee**

That the minutes of the meeting of the Traffic Management & Road Safety Committee held on 21 February 2023, be received and noted.

- **Norwood Parade Precinct Committee**

That the minutes of the meeting of the Norwood Parade Precinct Committee held on 21 February 2023, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

Attachment A

Adoption of Committee Minutes

Traffic Management & Road Safety Committee

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

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



City of
**Norwood
Payneham
& St Peters**

Traffic Management & Road Safety Committee Minutes

21 February 2023

Our Vision

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

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

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City of
Norwood
Payneham
& St Peters

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VENUE Mayors Parlour, Norwood Town Hall

HOUR 10.00am

PRESENT

Committee Members Cr Kevin Duke (Presiding Member)
Cr Garry Knoblauch
Cr Hugh Holfeld
Mr Shane Foley (Specialist Independent Member)
Mr Charles Mountain (Specialist Independent Member)

Staff Carlos Buzzetti (General Manager, Urban Planning & Environment)
Gayle Buckby (Manager, Traffic & Integrated Transport)

APOLOGIES Mr Nick Meredith (Specialist Independent Member)

ABSENT Nil

TERMS OF REFERENCE:

The Traffic Management & Road Safety Committee is established to fulfil the following functions:

- *To make a final determination on traffic management issues which are referred to the Committee in accordance with the requirements of the Council's Local Area Traffic Management Policy ("the Policy"); and*
- *To consider proposals and recommendations regarding traffic and parking which seek to improve traffic management and road safety throughout the City, other than when the Manager has delegation to investigate and determine the matter.*

1. APPOINTMENT OF PRESIDING MEMBER

Cr Knoblauch moved:

That Cr Kevin Duke be appointed Presiding Member of this Committee.

Seconded by Mr Shane Foley and carried unanimously.

2. PRESENTATION

Michael Kelledy of Kelledy Jones Lawyers made a presentation to the Committee regarding the role of the Committee and the *Local Government (Procedures at Meetings) Regulation 2013*.

3A. CONFIRMATION OF MINUTES OF THE TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE MEETING HELD ON 15 FEBRUARY 2022

Mr Shane Foley moved that the minutes of the Traffic Management & Road Safety Committee meeting held on 15 February 2022 be taken as read and confirmed. Seconded by Mr Charles Mountain and carried.

3B. DEPUTATIONS

3B.1 Deputation – Mr Brendan Warn

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Mr Brendan Warn was given approval to address the Committee in relation to traffic & safety concerns in St Peters.

At 10.25am Mr Brendan Warn addressed the Committee in relation to this matter.

3B.2 Deputation – Mr David Cree

In accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, Mr David Cree was given approval to address the Committee in relation to traffic & safety concerns in St Peters.

At 10.34am Mr David Cree addressed the Committee in relation to this matter.

4. PRESIDING MEMBER'S COMMUNICATION

The Presiding Member welcomed all Committee Members to the meeting.

5. STAFF REPORTS

5.1 MARDEN & ROYSTON PARK TRAFFIC MANAGEMENT

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA97859
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to provide the Traffic Management & Road Safety Committee (*the Committee*) with the key findings of the report which has been prepared by Infracplan and Intermethod, titled, *Traffic Management in Marden and Royston Park: Community Consultation and Recommendations* ('*the Traffic Management Plan*').

BACKGROUND

The preparation of the *Traffic Management Plan* was undertaken to address traffic and road safety concerns which had been raised by some residents regarding high traffic speed and cut-through traffic in some streets in Marden, Royston Park, Joslin and St Peters and was further verified by the *Marden, Royston Park, Joslin & St Peters Traffic Review* prepared by Tonkin in 2021 (*the Tonkin Report*).

The findings of *the Tonkin Report* were presented to the Committee at its meeting held on 15 June 2021 and the Committee made the following recommendations which were subsequently endorsed by the Council at its meeting held on 1 November 2021.

The following traffic management initiatives, which aim to discourage excessive through traffic and speeding in Marden, Royston Park, Joslin and St Peters, be combined into a traffic management framework and released for community consultation in the affected suburbs:

- a) *reducing the speed limit to 40km/h in the residential streets bound by Lower Portrush Road, Payneham Road, North Terrace, Hackney Road and the River Torrens;*
- b) *preparation of three concept design options for traffic management devices that aim to discourage excessive through traffic along River Street, Beasley Street, Battams Road and Lambert Road. These may include, but not be limited to, horizontal deflection devices, mid-block median treatments and/or line marking and signage.*

A copy of the Minutes from the Committee meeting is contained in **Attachment A**.

To address recommendations a) and b) above, the Council engaged Consultants InfraPlan and Intermethod to undertake the *Marden & Royston Park Traffic Management Plan* (*the Traffic Management Plan*), which included the development of traffic management options, community consultation on those options and recommendations based on the consultation outcomes.

A copy of the *Traffic Management Plan* is contained in **Attachment B**.

The Committee's consideration of the Traffic Management Plan and any advice it provides to the Council, will inform the Council's future consideration of funding for the implementation of the prioritised recommendations.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Outcomes and Objectives of the Council's *City Plan 2030* are:

Outcome 1: Social Equity

A connected, accessible and pedestrian-friendly community.

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

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

Strategy 1.2.4: Provide appropriate traffic management to enhance residential amenity.

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

Strategy 1.2.2: Encourage physical activity to achieve healthier lifestyles and well-being.

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

Outcome 2: Cultural Vitality

Objective 2.4: Pleasant, well designed and sustainable urban environments.

Strategy 2.4.2 Encourage sustainable and quality urban design outcomes.

Strategy 1.4.3 Maximise the extent of green landscaping provided in new development & in the public realm.

Outcome 4: Environmental Sustainability

Objective 4.2: Sustainable streets and open spaces

Strategy 4.2.1 Improve the amenity and safety of streets for all users including reducing the impact of urban heat island effect

Strategy 4.2.5 Integrate green infrastructure into streetscapes and public spaces.

FINANCIAL AND BUDGET IMPLICATIONS

The Council has not allocated any funds to undertake further consultation, design or implementation of any infrastructure works recommended in the *Traffic Management Plan*.

The cost to implement all of the recommendations contained in the Plan is in the order of \$2,000,000 and therefore, the recommended approach is to stage the works over a period of time and evaluate the outcomes of each stage prior to proceeding with further works.

The Council's 2022–2023 Budget includes an allocation of \$529,825 for pavement reconstruction and kerb patching along Battams Road (from Second Avenue to Addison Road). These works are currently on-hold until a decision is made regarding the recommendation contained in *the Traffic Management Plan* for traffic management devices to be installed along Battams Road. If this recommendation is endorsed by the Council, the pavement reconstruction, kerb patching and traffic management works would be integrated as one design and construction package.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Excessive traffic volumes, speed and associated noise can reduce community liveability and safety of residential streets. The installation of traffic management devices can reduce traffic speed and volume but also cause inconvenience to some residents, due to increased travel time and/or changes to access. As such, the implementation of traffic management devices is not always not supported by all residents.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

The recommendations of the *Traffic Management Plan* have incorporated traffic management devices that can be landscaped to contribute to a greener, cooler and more liveable City as set out in the Council's *Tree Strategy*.

RESOURCE ISSUES

If endorsed by the Council, the outcomes of the *Traffic Management Plan* report will require further consultation, detail design and infrastructure works. These resources would be managed by Council staff and undertaken by Consultants and Contractors.

RISK MANAGEMENT

A number of streets within the Study Area have been identified as carrying traffic speed greater than the default urban speed limit of 50km/h and traffic volumes that are high for a local street. This has resulted in some citizens having concerns regarding road safety and loss of residential amenity. High traffic speeds and volumes can result in personal injury, particularly to vulnerable road users such as pedestrians and cyclists, and does not encourage citizens to consider active transport as a legitimate form of travel. The Council has a duty of care to consider how to address road safety and residential amenity and the Council's Consultant has provided recommendations to mitigate or manage the known risks. These include the implementation of traffic calming devices at key locations and an area-wide reduction of the speed limit from 50km/h to 40km/h.

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Council not endorsing the Report recommendations	People	High 7	Provision of detailed Council Report	People	Substantial 13
		Reputation	Extreme 4		Reputation	Medium 19
		Services / programs	High 9		Services/programs	Medium 19
2	Community not supporting the recommendations	People	High 7	Communication & education strategy	People	Medium 19
		Reputation	High 7		Reputation	Medium 19
		Services / programs	Medium 19		Services / programs	Low 23

CONSULTATION

- Elected Members**

On 23 February 2022, an Information Session was held with Elected Members at which the Council's Consultant outlined the proposed traffic management options that would be distributed for community consultation.

- Community**

Community consultation was undertaken between 1 April and 29 April 2022. The methodology and outcomes are provided in the *Discussion* section of this report.

- Staff**

General Manager, Urban Planning & Environment
Manager, Urban Planning & Sustainability
Manager, City Assets

- **Other Agencies**

- South Australian Public Transport Authority (SAPTA)
- SA Police (SAPOL)

DISCUSSION

The Key Traffic Issues

The *Traffic Management Plan* Study Area is bound by Lower Portrush Road, Payneham Road, Lambert Road and the River Torrens. This Study Area was selected to address traffic concerns which have been raised by citizens and Elected Members in the streets that had the highest speeds and volumes, and were closest to the source of the problem, namely cut-through traffic from Lower Portrush Road. The intent is that traffic management in this Study Area would also have flow-on traffic management outcomes in the streets of Joslin and St Peters.

The *Traffic Management Plan* considers all road users, namely motorists, cyclists, pedestrians and Metro Adelaide bus users. The Plan is comprehensive and includes all background information, traffic data, consultation outcomes and staged (prioritised) traffic management recommendations. The key findings and outcomes of the *Traffic Management Plan* are summarised herein, with the understanding that the *Traffic Management Plan* contained in **Attachment B** is to be read for detailed information.

Traffic queues on the nearby arterial roads are the major reason why motorists choose to find short-cuts through the Study Area. Data analysis shows that the travel speeds along Lower Portrush Road and Payneham Road at the AM (between 8:00AM and 9:00AM) and PM (between 5:00PM and 6:00PM) peak periods are below 30km/h, well below the speed limits on the local street network.

The existing grid-like street layout with long, wide streets, provides long sight distance, minimal disruption and high movement permeability through Marden and Royston Park. As a result, the *Google Journey Planner* identifies that in the PM peaks, the travel time from Payneham Road to Lower Portrush Road can be reduced by four (4) minutes by entering the local road network, instead of being idle in congested traffic on the arterial roads.

Origin-destination surveys undertaken in 2017 and 2021, identified that during the PM peak, approximately 51% of vehicles entering River Street and 19% of vehicles entering Beasley Street, were “cutting through” the Study Area between Lower Portrush Road and Payneham Road. In the AM peak, these percentages were 38% entering River Street and 37% entering Beasley Street. River and Beasley Streets are the only two access points to Lower Portrush Road which results in the high concentration of traffic in these two streets, which subsequently filters through several streets in Joslin and St Peters, particularly Sixth Avenue, First Avenue and Second Avenue.

The Council does not have a defined road hierarchy but the Council's *Local Area Traffic Management Policy* sets out that local roads can typically carry up to 2,000 vehicles per day (vpd), while collector roads are those roads that carry 2,000 to 3,000 vpd. Using this criterion, most streets in the Study Area act as Local Roads, with the exception of River Street, Battams Road, Sixth Avenue and Beasley Street, which act as Collector Roads.

Traffic speeds exceeding 50 km/h were recorded in a number of streets in the Study Area and streets with the highest levels of speeding are First Avenue, Second Avenue, River Street, Battams Road and Blanden Avenue.

Cycling is popular through the Study Area, particularly given the close proximity to the River Torrens Linear Park and the direct access across Lower Portrush Road at the pedestrian signals near Beasley Street. Ninth Avenue is the busiest cycling route because cyclists exit the Linear Park at the Ninth Avenue and Battams Road junction to avoid a long, winding section of the River Torrens Linear Park.

Two (2) Metro-Adelaide bus routes navigate through Marden and Royston Park, along Sixth Avenue, Addison Avenue, Grivell Road, Caleb Street and Beasley Street. Walking to and from the bus stops, increases pedestrian activity in the area, with an average daily boarding of Stops, between 45 to 90 passengers.

Crash data identified that during the last five (5) years, there were 18 (eighteen) crashes on Local Roads within the Study Area. The majority of crashes involved right turn collisions, hitting a parked vehicle or hitting a fixed object, such as a stobie pole. There was one report of a hit pedestrian. The crashes occurred in Sixth Avenue, Lambert Road and Battams Road.

Traffic Management Design Options

The analysis of the traffic data provided an evidence-base for the Consultants to develop a range of traffic management design options for the purpose of community consultation.

The community was consulted on the following three traffic management options.

Option 1: Road Closures (allowing cyclist and bus access)

This option included road closures at key access points that would be a cost-effective option to eliminate all rat-running and significantly reduce traffic volumes and speed in the Study Area. However, this option would result in an inconvenience to residents who would no longer be able to access their properties from Lower Portrush Road.

Option 2: Median Islands

This option included median islands along the long, wide east-west streets (Battams Road and Lambert Road) to reduce lane widths and create minor detours for right-turning traffic at some locations. This option would improve road safety and create longer, circuitous routes to discourage rat-running and speeding, and would result in only a minor inconvenience for some residents.

Option 3: Traffic Calming

This option included slow points and median islands to reduce traffic speed, and as a consequence improve road safety and discourage rat-running. The traffic management devices could either be implemented in the streets with the highest traffic volume only, or the devices could be installed in most streets to reduce the potential of traffic diverting from one street to another to avoid the traffic calming devices.

Options 2 and 3 would also provide space in the traffic calming devices for additional landscaping/greening of the area.

40km/h speed limit

A 40 km/h speed limit is widely recognised as a suitable traffic management initiative for local streets, as it creates a safer environment for all road users and reduces the negative effects of noise and air pollution caused by travelling vehicles. The default speed limit on Adelaide streets is 50 km/h and therefore, introduction of a lower speed limit needs to meet the relevant guidelines set out by the State Government.

The Council has previously endorsed the investigation of a 40km/h speed limit throughout the City, with investigations to be undertaken on a precinct by precinct, staged approach. A 40km/h speed limit has been introduced in the suburbs of Evandale, Stepney, Maylands, Norwood and Kent Town, and it was previously identified that the next stage for investigation would be the precinct bound by Lower Portrush Road, Payneham Road, North Terrace, Hackney Road and the River Torrens, which includes all streets in the Study Area (Marden and Royston Park).

The speed data within the Study Area was analysed and it was identified that the requirements set out in *the Department of Infrastructure & Transport (DIT), Speed Limit Guidelines for South Australia (2017)*, were met and therefore, a 40km/h speed could be implemented without the installation of physical speed control measures (subject to approval by DIT).

However, speed limited areas also need to have clearly defined boundaries such as main roads, rivers or rail lines to create legible 40km/h precincts. This assists drivers in recognising that they have entered an area where the speed limit has changed and reduces the risk of non-compliance. As such, the 40km/h area speed limit would be required to extend beyond the Study Area boundary to Stephen Terrace as a minimum. This accords with the Council's previous decision to investigate a 40km/h area speed limit that extends from Lower Portrush Road to Hackney Road.

Community Consultation

The *Have Your Say!* consultation campaign ran for the month of April, 2022 and included:

- 1,288 postcards letterbox dropped to every property in the Study Area;
- posters on street poles outside of the Study Area, in Joslin and St Peters;
- posters at Council buildings; and
- promotion on the Council's website, Social Media pages and a paid Facebook advertisement.

The invitation included a QR Code and link to the project's webpage on the Council's website and an invitation to meet the project team at an optional drop-in session on 12 April 2022. Citizens were also able to request the information in a hard-copy format if required, and/or telephone the Consultant directly if they preferred to ask questions or submit their views verbally.

The webpage contained a consultation pack that included background information that described the purpose of the project and an illustrated description of the three traffic management options. Residents were invited to fill out a survey to advise the Council of their views on traffic management in the area and their level of support for the traffic management options provided (contained in **Attachment C**).

Consultation Responses

More than 400 citizens participated in the *Have your Say!* campaign. 367 people completed the survey, 89 people attended the drop-in session and fifteen (15) people telephoned the Consultants.

Details of the consultation responses are provided in The *Traffic Management Plan* report, contained in **Attachment B**, and a summary of the key survey responses are set out below.

- 87% of respondents considered high traffic speeds were important to address and 65% of respondents considered that cut-through traffic ('rat-running') was important to address.
- Respondents rated their order of importance for additional street improvements, as follows:
 1. Improved walking conditions (81%);
 2. Improved stormwater drainage (81%);
 3. Improved street lighting (79%);
 4. Additional greenery (77%);
 5. Improved cycling conditions (66%); and
 6. Improved parking conditions (59%).
- The road closure options (1A and 1B) were given the least support by survey respondents (23%), due to increased travel time and loss of permeability to Lower Portrush Road. Respondents who supported a road closure option commented that this option would resolve the traffic issues.
- The planted median options (2A, 2B and 2C), were supported by 50% to 54% of survey respondents, with a preference for Option 2C (which comprised a combination of planted median and mid-block pedestrian islands). Respondents who supported this option noted that planted medians would be aesthetically pleasing and could slow traffic and reduce rat-running. Respondents who did not support Option 2 were concerned that the roads would be too narrow, access would be restricted and parking would be impacted.
- Option 3A, which proposed traffic calming in *key streets only*, was supported by 64% of survey respondents and Option 3B, which proposed traffic calming in *most streets*, was supported by 44% of survey respondents. Respondents commented that Option 3A was a more cost-effective solution and a good compromise.
- 60% of survey respondents supported the introduction of a 40km/h speed limit in Marden and Royston Park.

In addition to the survey responses, a petition, signed by 111 residents, was convened by a resident of First Avenue, St Peters, to inform the Council of their preferred options. There is some difficulty in integrating the comments from the petition because signatories of the petition may have also completed the survey which would skew the results. In summary, the petitioners supported the road closure options (1A and 1B), the planted median along Lambert Road and Battams Road (Option 2A) and traffic calming in most streets (3B).

A number of key themes for traffic management have emerged from the consultation responses namely:

- traffic calming is the key priority, followed by rat-running;
- the introduction of a 40km/h speed limit is supported;
- preference to integrate broader street improvements into traffic management solutions where possible, to improve walking, stormwater drainage, street lighting and increased greenery;
- median island designs should be a combination of planted medians and mid-block pedestrian islands;
- traffic management devices should be installed on key streets only. The effectiveness of this approach can be evaluated after a 12-month period to ascertain whether additional traffic management is required; and
- road closures are not supported by the majority of residents in the Study Area.

Multi-Criteria Analysis and Prioritisation of works

Traffic management infrastructure is costly and disruptive and it is important that works are installed in a prioritised, staged approach to best utilise Council's limited resources. It is a practical approach to implement one stage of works and monitor and evaluate the outcomes to determine the success of the works. This analysis can inform the following stages and adjustments can be made if required.

To identify the highest priorities and develop the staged recommendations, the Consultants undertook a multi-criteria analysis (MCA). Six criteria were incorporated into the MCA to provide a score from 1 (poor performance), to 7 (good performance), which are listed in **Table 1**.

TABLE 1: CRITERIA FOR MCA

Criterion	Notes	Low score	High score
Street width	Street width of 6 metres allows two cars to comfortably pass one another. Street widths greater than 6 metres are likely to attract speeding, unless buildouts into a road reduce the width of the travel path. Widths for each street were measured in several locations to arrive at a 'typical' width.	9 metres wide or more	6 metres wide or less
Street length	The criterion measured the longest street section length that does not require the driver to slow down or give way at intersections roundabouts of any speed lowering devices.	300 metres or more	120 metres or less
Actual vehicle speed	Desirable 'design' speeds in residential areas are 30km/h or less. At speeds of 50km/h the risk of injury in an event of a crash is very high.	50km/h	30km/h
Crashes (last 5 years)	Crash events were counted for each street. Crashes at intersection were counted twice, once for each of the intersecting streets.	6 crashes	0 crashes
Rat-running	Additional criterion (low score '1') was applied to several streets which would significantly benefit from the following improvements: landscaping, resurfacing (new road and/or footpath pavement) or accessibility (ease of crossing). These were established in discussion with the Council.	1	n/a
In need of general street improvements	Additional criterion (low score 1) was applied to several streets which would significantly benefit from the following improvements: landscaping, resurfacing (new road and/or footpath pavement) or accessibility (safe pedestrian/cyclist crossing).	1	n/a

The MCA enabled the streets to be ranked in the order of priority for traffic management works and was further analysed in association the street layout, traffic data and consultation feedback, to develop a practical approach to implementation of traffic management initiatives. It was identified that a 40km/h speed limit should be implemented first, followed by installation of traffic management devices in the area between Lower Portrush Road and Battams Road. If subsequent evaluation of these two stages identified that further measures were required, the traffic management devices in the area between Battams Road and Lambert Road should be installed.

The traffic management recommendations are described below, and the locations of the *Stage 2 and 3* works are depicted on a plan contained in **Attachment C**.

Traffic Management Recommendations

Stage 1:

The *Stage 1* recommendation is to Implement an area-wide 40km/h speed limit that includes all streets bound by Lower Portrush Road, Payneham Road, North Terrace and Hackney Road. Stephen Terrace is under the care and control of DIT and currently has a speed limit of 60km/h. The Council has previously advocated for the speed limit of Stephen Terrace to be reduced to 50km/h, but were informed that a speed limit reduction would not be considered by DIT. As such, Stephen Terrace would be excluded from the area proposed for a 40km/h speed limit.

The implementation of a 40km/h area-wide speed limit was supported by the majority of residents in the Study Area. Further consultation would be required with residents of Joslin, St Peters, College Park and Hackney, to ensure majority support throughout the entire area that is proposed for the speed limit change.

The cost estimate to consult, design and install the 40km/h area-wide speed limit would be in the order of \$80,000.

Stage 2:

The *Stage 2* recommendation is to install traffic management devices in the area between Lower Portrush Road and Battams Road, as set-out below:

- Two (2) *Single-lane Slow Points* in River Street, south west of Broad Street;
- two (2) *Landscaped Median Islands* in River Street, between Lower Portrush Road and Broad Street;
- two (2) *Single-lane Slow Points* in and Beasley Street, south west of Broad Street;
- one (1) *Landscaped Median Island* in Beasley Street, between Lower Portrush Road and Broad Street;
- a series of *Landscaped Median Islands* along the length of Battams Road;
- a *Wombat Crossing* in Battams Road, opposite the Royston Park Café;
- two (2) *Landscaped Kerb Buildouts* in Addison Avenue; and
- a *landscaped median island and kerb buildout* in Broad Street.

The cost estimate for the *Stage 2* works is in the order of \$1,000,000.

Stage 3:

It is recommended that the impacts resulting from the *Stage 1 and 2* works be evaluated prior to consideration of the *Stage 3* recommendations, which include the installation of traffic management devices in the area between Battams Road and Lambert Road, as set-out below:

- A series of *Landscaped Median Island* along Lambert Road, between Second Avenue and Seventh Avenue;
- A *Wombat Crossing* on Lambert Road, just north of Sixth Avenue;
- Two (2) *Landscaped Median Islands* on Sixth Avenue;
- Two *Single-lane Slow Points* and a *Landscaped Median Island* on Second Avenue; and
- Two *Single-lane Slow Points* and a *Landscaped Island* on First Avenue.

The cost estimate for the *Stage 3* works is in the order of \$1,020,000.

OPTIONS

Given that the investigation for a Citywide 40km/h area speed limit on a precinct-by-precinct basis, has already been endorsed by the Council, the *Stage 1* recommendation does not require consideration from the Committee. The initial technical investigations for a 40km/h speed limit in the residential streets bound by Lower Portrush Road, Payneham Road, North Terrace and Hackney Road are almost complete and community consultation to ascertain whether or not residents of the precinct support this initiative, is planned to commence in 2023.

Subsequent to *Stage 1*, 40km/h speed limit implementation, the extent of the installation of physical traffic management devices will largely be dependent on the Council's financial position and priorities. It is likely that the *Stage 2* works would need to be implemented over more than one budget period, and as such, Council staff have listed key considerations for the *Stage 2* works as set-out below:

1. Battams Road is already on the works program for reconstruction and given that it carries high traffic volume and speed, it is considered prudent that the recommended Median Island and Wombat Crossing be integrated into the road reconstruction program to deliver a cost-efficient, 'complete streets' design approach.
2. The level of success of the 40km/h speed limit and traffic management works in Battams Road, will not be known until the outcomes have been monitored and evaluated. Therefore, one option would be to measure the success of these initiatives prior to the implementation of any additional further traffic control devices.
3. The streets in *Stage 2* that have the highest traffic speeds and volumes are Battams Road, River Street and Beasley Street. One-Lane Slow Points have been recommended in River Street and Beasley Street, which are effective in mitigating both volume and speed and it is therefore considered that the implementation of these works would result in a significant improvement to road safety and residential amenity in the precinct.
4. The recommendations for Landscaped Islands in River Street, Broad Street and Beasley Street and Landscaped Kerb Buildouts in Broad Street and Addison Avenue, would further strengthen traffic management in this precinct and reduce the level of traffic diversion from one street to another. The timing for implementation of these devices could either be staged at the same time as the works in Battams Road, River Street and Beasley Street, or be staged after evaluating the success of previous works.
5. The remaining recommendation in *Stage 2* is for a One-Lane Slow Point in Pollock Road. Given that the traffic volume in Pollock Street is currently low (546 vpd), this device would only be required if the devices implemented in other streets diverted traffic into Pollock Street and significantly increased the volume.

The Options for the Committee to consider are set-out below.

Option 1: Minimal Change.

The Committee could determine that the *Stage 1* recommendation of the implementation of a 40km/h area wide speed limit be undertaken (previously endorsed by the Council, but subject to community consultation with citizens of Joslin, St Peters, College Park and Hackney) and that no other measures are required until an evaluation of the 40km/h speed limit has been completed to understand the outcomes and level of success of this initiative.

This option is precinct-wide and is cost-effective because a recent evaluation study of the 40km/h area-wide speed limit in Stepney, Maylands and Evandale, identified that overall, the 85th percentile traffic speeds had reduced by 2.5km/h hour.

Option 2: Install the Battams Road components of the *Stage 2* recommendations.

The Committee could recommend to the Council that the landscaped median islands and Wombat Crossing in Battams Road be installed in conjunction with the 40km/h area-wide speed limit. The multi-criteria analysis ranked Battams Road as the highest priority recommendation for the *Stage 2* works, and this would coincide with the 2022-2023 budget allocation for road renewal works in Battams Road (from Addison and Second Avenues).

This option would be relatively cost-effective when considering the entire scheme of recommendations and would reduce speeding in Battams Road and reduce some through traffic by restricting direct access across Battams Road into some streets. The works could be monitored and evaluated to determine the outcomes prior to installing further *Stage 2* Works.

Option 3: Install all *Stage 2* traffic management devices.

The Committee could recommend to the Council that all *Stage 2* traffic management devices be installed in conjunction with the 40km/h area-wide speed limit. The staging of these works would be dependent on the allocated budget and could be staged over a period of approximately three (3) years.

The *Stage 2* traffic management devices are located in the area between Lower Portrush Road and Battams Road as set-out below:

- Two (2) *Single-lane Slow Points* in River Street, south west of Broad Street;
- two (2) *Landscaped Median Islands* in River Street, between Lower Portrush Road and Broad Street;
- two (2) *Single-lane Slow Points* in and Beasley Street, south west of Broad Street;
- one (1) *Landscaped Median Island* in Beasley Street, between Lower Portrush Road and Broad Street;
- a series of *Landscaped Median Islands* along the length of Battams Road;
- a *Wombat Crossing* in Battams Road, opposite the Royston Park Café;
- two (2) *Landscaped Kerb Buildouts* in Addison Avenue; and
- a *Landscaped Median Island and kerb buildout* in Broad Street.

This option would result in the most successful outcome because it would directly mitigate traffic speeding and volume issues across a broad area, including the streets located at the source of the problem (Lower Portrush Road). The implementation of all *Stage 2* devices at one time would reduce the potential of traffic to divert from one street to another, simply shifting the problem from one street to another.

Although this option would require significant funding from the Council, it is the preferred option because the physical devices would strengthen the compliance of the 40km/h speed limit and discourage non-local through traffic. The implementation of these devices could be staged over a period of say, three (3) years.

Option 4: Develop an alternative combination of traffic management works.

The Committee could consider the findings of the *Traffic Management Plan* report and recommend an alternative combination of works to be installed.

Given the number of recommendations, there are numerous combinations of works that could be considered. As such, the Committee has the option to recommend an option other than the options suggested by Council staff.

CONCLUSION

The traffic management recommendations which have been identified by the Council's Consultant based on data analysis and community consultation, have been outlined in this report.

The recommendations have been prioritised and staged according to a Multi-Criteria Analysis that has considered a number of road safety and street improvement criterion. The cost of the recommended works is significant and it is likely that the works would need to be implemented over a number of years, to align with planned road reconstructions, grant funding opportunities and financial and budgetary considerations.

The *Stage 1* recommendation to investigate an area-wide 40km/h speed limit in all streets bound by Lower Portrush Road, Payneham Road, North Terrace and Hackney Road (except Stephen Terrace), has already been endorsed by the Council. It was supported by the majority of residents in the Study Area, but further consultation is required with the residents of Joslin, St Peters, College Park and Hackney, to ensure majority support throughout the entire area that is proposed for the speed limit change.

The traffic issues and recommendations which have been outlined in this report enable the Committee to consider the issues and recommendations and provide advice to the Council as part of its considerations of endorsing the Traffic Management Plan for the undertaking of the *Stage 2* consultation phase.

COMMENTS

The costs associated with *Stage 2 and 3* are significant and implementation will be dependent on future budget allocations and the Councils ability to fund these works.

It is noted that the *Glynde, Payneham, Firle, Trinity Gardens and St Morris Traffic Study* was undertaken concurrently with the *Marden & Royston Park Traffic Study*. This study identified a considerable number of locations in need of traffic management interventions, that would also require significant funding.

RECOMMENDATION

1. That the report prepared by InfraPlan and Intermethod Consultants, dated 6 October, 2022 and titled *Traffic Management in Marden and Royston Park: Community Consultation and Recommendations*, as contained in **Attachment B**, be received and noted.
2. That the Committee notes that the *Stage 1* recommendation to implement a 40km/h area-wide speed limit in the residential streets bound by Lower Portrush Road, Payneham Road, North Terrace and Hackney Road (subject to consultation), has previously been endorsed by the Council and given that the consultation undertaken for the *Marden & Royston Park Traffic Management Plan* identified that a 40km/h speed limit was supported by the majority of residents of Marden and Royston Park, consultation will now proceed with residents of Joslin, St Peters, College Park and Hackney to ascertain if these residents also support the introduction of a 40km/h speed limit.
3. That having considered the information contained in this report, the Committee recommends to the Council that the *Stage 2* traffic management devices be implemented as set out below:
 - Two (2) *Single-lane Slow Points* in River Street, south west of Broad Street;
 - two (2) *Landscaped Median Islands* in River Street, between Lower Portrush Road and Broad Street;
 - two (2) *Single-lane Slow Points* in and Beasley Street, south west of Broad Street;
 - one (1) *Landscaped Median Island* in Beasley Street, between Lower Portrush Road and Broad Street;
 - a series of *Landscaped Median Islands* along the length of Battams Road;
 - a *Wombat Crossing* in Battams Road, opposite the Royston Park Café;
 - two (2) *Landscaped Kerb Buildouts* in Addison Avenue; and
 - a *Landscaped Median Island and Kerb Buildout* in Broad Street.
4. That the Committee notes that the citizens who engaged with the Council during the community consultation stage of the *Traffic Management Plan* will be informed of the proposed works and will be given an opportunity to comment on concept designs prior to detail designs being prepared.
5. That the Committee notes that the *Stage 2* traffic management devices would be staged over approximately three (3) years and that implementation would be subject to funding allocations as part of the Council's annual budget setting process.
6. That the Committee notes that if the *Stage 2* recommendations are endorsed and implemented, the traffic calming measures will be monitored and evaluated to assess the outcomes, prior to consideration of the need for the *Stage 3* recommendations.

Cr Knoblauch moved:

1. *That the report prepared by InfraPlan and Intermethod Consultants, dated 6 October, 2022 and titled Traffic Management in Marden and Royston Park: Community Consultation and Recommendations, as contained in Attachment B, be received and noted.*
2. *That the Committee notes that the Stage 1 recommendation to implement a 40km/h area-wide speed limit in the residential streets bound by Lower Portrush Road, Payneham Road, North Terrace and Hackney Road (subject to consultation), has previously been endorsed by the Council and given that the consultation undertaken for the Marden & Royston Park Traffic Management Plan identified that a 40km/h speed limit was supported by the majority of residents of Marden and Royston Park, consultation will now proceed with residents of Joslin, St Peters, College Park and Hackney to ascertain if these residents also support the introduction of a 40km/h speed limit.*
3. *That having considered the information contained in this report, the Committee recommends to the Council that the Stage 2 traffic management devices be implemented as set out below:*
 - *Two (2) Single-lane Slow Points in River Street, south west of Broad Street;*
 - *two (2) Landscaped Median Islands in River Street, between Lower Portrush Road and Broad Street;*
 - *two (2) Single-lane Slow Points in and Beasley Street, south west of Broad Street;*
 - *one (1) Landscaped Median Island in Beasley Street, between Lower Portrush Road and Broad Street;*
 - *a series of Landscaped Median Islands along the length of Battams Road;*
 - *a Wombat Crossing in Battams Road, opposite the Royston Park Café;*
 - *two (2) Landscaped Kerb Buildouts in Addison Avenue; and*
 - *a Landscaped Median Island and Kerb Buildout in Broad Street.*
4. *That the Committee notes that the citizens who engaged with the Council during the community consultation stage of the Traffic Management Plan will be informed of the proposed works and will be given an opportunity to comment on concept designs prior to detail designs being prepared.*
5. *The Committee recommends to the Council that Stage 2 traffic control devices set out in Part 3 of the resolution be implemented as a priority and that adequate resources and funding be allocated by the Council to facilitate the implementation of the devices.*
6. *That the Committee notes that if the Stage 2 recommendations are endorsed and implemented, the traffic calming measures will be monitored and evaluated to assess the outcomes, prior to consideration of the need for the Stage 3 recommendations.*

Seconded by Mr Charles Mountain and carried unanimously.

5.2 GLYNDE, PAYNEHAM, FIRLE, TRINITY GARDENS & ST MORRIS TRAFFIC STUDY

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: fA14377
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to provide the Traffic Management & Road Safety Committee (*the Committee*), with the key findings of the report which has been prepared by Stantec, titled, *Glynde, Payneham, Firle, Trinity Gardens & St Morris Traffic Management Study ('the Traffic Study')*.

BACKGROUND

The study area of *the Traffic Study* is bound by Payneham Road, Glynburn Road, Portrush Road and Magill Road and includes the suburbs of Glynde, Payneham, Payneham South, Firle, Trinity Gardens and St Morris (*the study area*).

The *Traffic Study* was undertaken to investigate recurring reports from citizens regarding their concerns about traffic speed and high traffic volumes that in their opinion, affects their safety and residential amenity. The concerns have been raised by citizens who reside across *the study area*. In addition, (2) petitions were received from groups of residents, as set-out below:

- Petition – Avenue Road, Payneham and Glynde, considered by the Committee on 19 October, 2021; and
- Petition - John Street, Ashbrook Avenue and Surrounding Areas, Payneham, considered by the Committee at its meeting held on 11 February, 2022.

Traffic data collected by the Council in 2020 and 2021, confirmed that traffic management initiatives were warranted in some streets within *the study area* and further investigations were required to assess the street network throughout *the study area*.

As such, the Council engaged *Stantec* (Traffic Consultants) to commence a traffic study (*the Traffic Study*), to provide a strategic analysis of the existing traffic movements throughout the entire precinct, rather than address each concern on an ad-hoc manner as they arose. The aim of the study was to identify the cause of the traffic issues that have been reported to the Council and the locations where detailed traffic investigations are warranted, with view to implementing future traffic management interventions.

A copy of *the Traffic Study* is contained in **Attachment A**.

The Committee's consideration of *the Traffic Study* and any advice which it recommends to the Council, will inform the Council's future consideration of funding for the implementation of the recommendations.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Outcomes and Objectives of the Council's *City Plan 2030* are:

Outcome 1: Social Equity

A connected, accessible and pedestrian-friendly community.

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

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

Strategy 1.2.4: *Provide appropriate traffic management to enhance residential amenity.*

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

Strategy 1.2.2: *Encourage physical activity to achieve healthier lifestyles and well-being.*

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

Outcome 2: Cultural Vitality

Objective 2.4: Pleasant, well designed and sustainable urban environments.

Strategy 2.4.2 Encourage sustainable and quality urban design outcomes.

Strategy 1.4.3 Maximise the extent of green landscaping provided in new development & in the public realm.

Outcome 4: Environmental Sustainability

Objective 4.2: Sustainable streets and open spaces

Strategy 4.2.1 Improve the amenity and safety of streets for all users including reducing the impact of urban heat island effect

Strategy 4.2.5 Integrate green infrastructure into streetscapes and public spaces.

FINANCIAL AND BUDGET IMPLICATIONS

The total cost of *the traffic study* was \$39,000, which comprised \$15,000 which was allocated in the Council's 2021-2022 Budget and \$24,000 from the Traffic & Integrated Transport operating budget.

The cost to implement the recommendations contained in *the Traffic Study* is significant and as such, it is recommended that the works be prioritised to enable a staged approach over a period of time and to enable the outcomes of each stage to be evaluated prior to proceeding with further works.

The Council's 2022–2023 and 2023-24 Budget includes an allocation of funds for design and construction works for the Trinity Valley Stormwater Drainage Project. The alignment of this project coincides with streets within *the study area* that have been identified for traffic calming as part of the St Morris Bikeway, which is a metropolitan, strategic bicycle route. As such, the design and implementation of traffic calming devices along this route, has been integrated into the current infrastructure works referred to above, to ensure an integrated approach is taken and multiple objectives can be met.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Excessive traffic volumes, speed and associated noise can reduce community liveability and safety of residential streets. The installation of traffic management devices can reduce traffic speed and volume but also cause inconvenience to some residents, due to increased travel time and/or changes to access. As such, the implementation of traffic management devices is not always supported by all residents.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

The Council's *Tree Strategy* identified that the suburbs within *the study area* of this traffic study, have the lowest proportion of green canopy compared to other suburbs within the Council area and would benefit from the cooling effect and streetscape appeal of additional trees.

The recommendations of the *Traffic Study* have incorporated traffic management devices that can be landscaped to contribute to a greener, cooler and more liveable City as set out in the *Tree Strategy*.

RESOURCE ISSUES

If endorsed by the Council, the majority of the recommendations involving traffic management treatments will require further consultation, detail design and infrastructure works. These works would be managed by Council staff (prior to proceeding to the next stage), and undertaken by Consultants and Contractors. The management of these works would comprise a significant proportion of staff time and would be likely to result in delays to other routine tasks that are required to be undertaken.

RISK MANAGEMENT

A number of streets within *the study area* have been identified to carry high traffic speed and volumes that has resulted in some citizens having concerns regarding road safety and loss of residential amenity. High traffic speeds and volumes can result in personal injury, particularly to vulnerable road users such as pedestrians and cyclists and does not encourage citizens to consider active transport as a legitimate form of travel. The Council has a duty of care to consider how to address road safety and residential amenity and the Council's Consultant has provided recommendations that aim to mitigate or manage the known risks. These include the implementation of traffic calming devices at key locations and an area-wide reduction of the speed limit from 50km/h to 40km/h.

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Council not endorsing the Report recommendations	People	High 7	Provision of detailed Council Report	People	Substantial 13
		Reputation	Extreme 4		Reputation	Medium 19
		Services / programs	High 9		Services/programs	Medium 19
2	Community not supporting the recommendations	People	High 7	Communication & education strategy	People	Medium 19
		Reputation	High 7		Reputation	Medium 19
		Services / programs	Medium 19		Services / programs	Low 23

CONSULTATION

- Elected Members**
 Elected Members have been kept informed of the study through the Elected Member Weekly Communique and the community consultation process. In addition, a Council Information session was held on 1 July 2022, at which the Draft Action Plan and recommendations were presented prior to the stage 2 community consultation.
- Community**
 There have been two (2) stages of community consultation undertaken in the development of the Traffic Study. Stage 1 was undertaken in May 2022 asking citizens to provide the Council with their views and concerns regarding traffic, walking, cycling and public transport within *the study area*. This feedback informed the Draft Action Plan which was made available for citizens as part of the Stage 2 consultation held in August 2022. The NPSP Bicycle User Group and the Active Living Coalition were also invited to provide comment. The methodology and outcomes are detailed in the *Traffic Report* contained in **Attachment A**.
- Staff**
 General Manager, Urban Planning & Environment
 Manager, Urban Planning & Sustainability
 Manager, City Assets
- Other Agencies**
 The Department for Infrastructure & Transport (DIT)
 South Australian Public Transport Authority (SAPTA)
 SA Police (SAPOL)

DISCUSSION

The Traffic Study included area-wide consultation and an evidence-based data analysis to identify the key traffic issues and develop a prioritised action plan to improve road safety and residential amenity for citizens who live, work, study and/or play in *the study area* with respect to:

- managing non-local traffic using local streets as short-cuts;
- moderating traffic speed;
- encouraging more walking and cycling with safer routes to Schools, parks, reserves and shops; and
- taking into account possible future impacts on the local street network that may result from future development along the Glynburn Road and Payneham Road corridors.

Issues relating to on-street car parking were not included in this study and are being addressed separately as part of the implementation of the Council's *On-Street Car Parking Policy*, that was endorsed in 2022.

The Traffic Study report identifies a strategic framework for the management of traffic by identifying the key locations that require further design investigation for the implementation of traffic management interventions. The report is comprehensive and includes all of the background investigations which have been undertaken, traffic data, the consultation strategy, and a high-level prioritised action plan.

The key findings and outcomes of the *Traffic Study* are summarised herein, with the understanding that the *Traffic Study Report* contained in **Attachment A** is to be read in conjunction with this staff report.

Traffic Data Analysis and Evidence

Traffic data was collected throughout *the study area* and traffic speeds, volumes and crash locations have been analysed. In addition, cyclist volumes, walking catchments, bus operations and Census data was overlaid with movement generators such as Schools, shopping centres, employment zones, retirement villages, parks and reserves to understand the land-use, demographics and the traffic context.

It has been identified that the traffic issues occurring within *the study area* are predominantly caused by:

- the long distance between arterial roads and the mostly grid street network with long straight street sections that encourage shorter cut-through routes for non-local traffic;
- high traffic generators within *the study area* such as schools (Trinity Gardens Primary School and St Joseph's Catholic Primary School), the Firlie shopping centre, the Payneham Oval and the Glynde employment zone; and
- a low percentage of citizens who choose public transport, cycling or walking as their transport mode.

Community Consultation

Community consultation was undertaken in two stages. The Stage 1 consultation, held in May 2022, invited citizens to identify any concerns that they held under the categories of traffic, public transport, walking and cycling, via an online survey, by attending a drop-in session or by contacting the traffic consultants directly. This information was analysed and correlated with evidence-based traffic data to develop the Draft Action Plan. The Stage 2 consultation, held in August, 2022, provided an opportunity for citizens to review and comment on the Draft Action Plan and recommendations.

Both consultation stages included a letterbox drop of 4,800 postcards and were promoted with posters at Council buildings and on street poles throughout *the study area* and on the Council's website, Social Media pages and a paid Facebook advertisement.

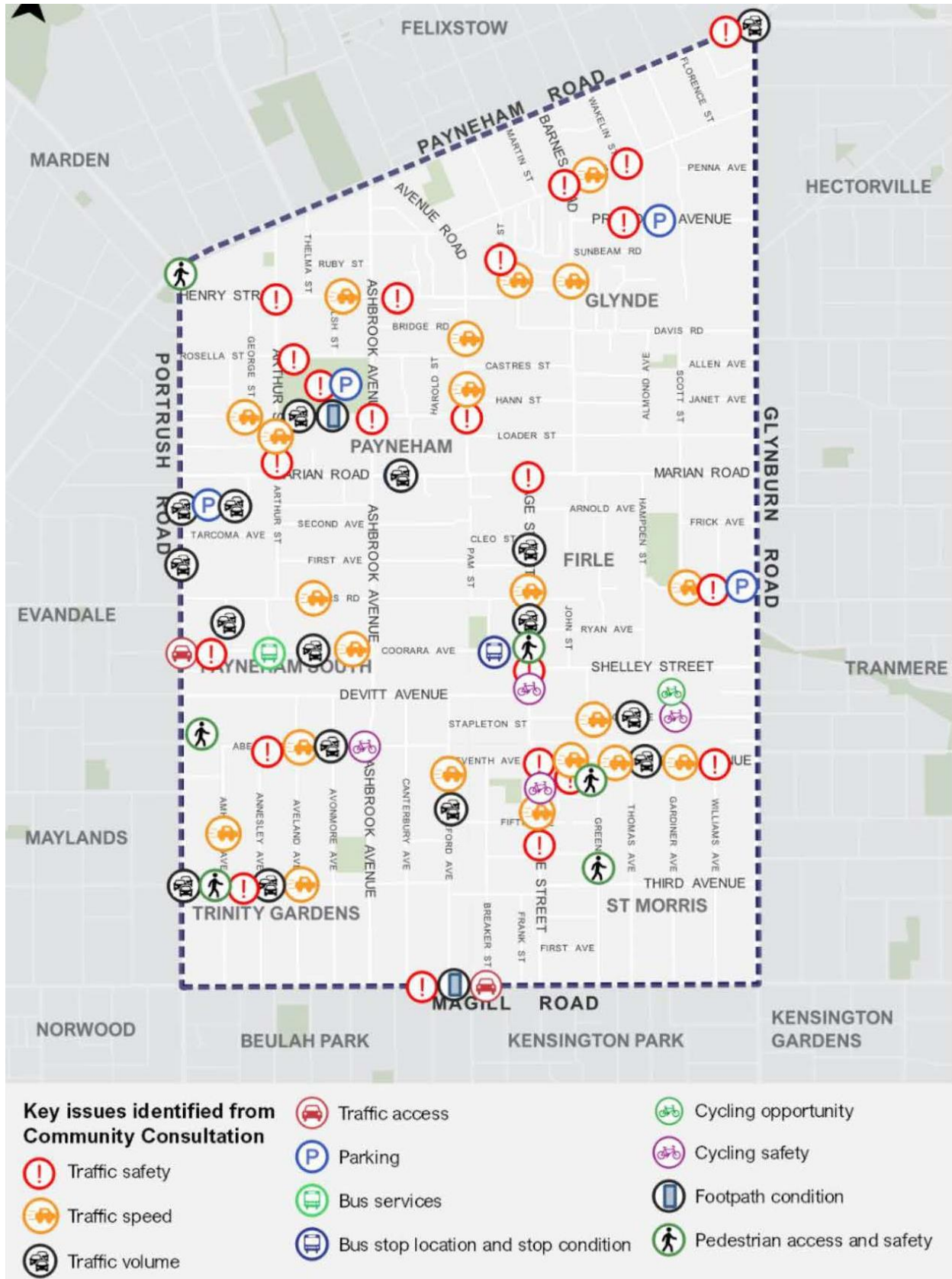
Stage 1 Consultation

During the stage 1 consultation, citizens were invited to read a background information report that was available on the Council's website. This report contained a data-led snapshot of the existing conditions and comprised a series of transport thematic maps that included a demographic overview and analysis, traffic volumes, speeds, crash statistics, bus stops and cycling routes. An on-line survey enabled citizens to drop pins on a map anywhere within *the study area* and add comments with regard to any traffic and movement-related issues. Citizens could also agree or disagree with comments added by others. The survey was live, and citizens could view the issues as they were added, for the duration of consultation period. The engagement activity in Stage 1 included:

- 483 comments received by 220 respondents;
- 24 email submissions and 23 telephone discussions;
- 60 attendees at the drop-in session; and
- 6 submissions from State Government departments, transport industry associations and active transport action groups.

Most respondents listed their suburb of residence as Payneham or Firlie, followed by Trinity Gardens, St Morris, Glynde and Payneham South. Pins were placed in every suburb in *the study area* with the exception of the Glynde Employment Zone, as depicted on **Figure 1**, below. The most common issues raised were high traffic speed, high traffic volumes and safety concerns.

FIGURE 1: KEY ISSUES RAISED BY CITIZENS



The concerns that were raised by residents are summarised in the tables below. Table 1 lists the *number* of concerns by each *suburb*, Table 2 lists the *number* of concerns by *transport mode*; and Table 3 lists the *type* of concerns by *transport mode*.

TABLE 1: NUMBER OF CONCERNS BY SUBURB

Suburb	Traffic	Walking	Cycling	Public Transport	Total	Percentage
Payneham	48	1	0	1	50	22.7%
Glynde	29	2	0	0	31	14.1%
Payneham South	23	0	0	1	24	11.0%
Firle	43	3	0	2	48	21.8%
Trinity Gardens	27	4	3	1	35	15.9%
St Morris	26	5	1	0	32	14.5%
Total	196	15	4	5	220	100%

TABLE 2: NUMBER OF CONCERNS BY TRANSPORT MODE

Transport Mode	No. of concerns	Percentage
Traffic	392	81%
Walking	52	11%
Cycling	23	5%
Public transport	16	3%
Total	483	100%

TABLE 3: TYPE OF CONCERN RAISED FOR EACH TRANSPORT MODE

Transport Mode	Key concerns
Traffic	High traffic speed in residential streets Non-local traffic taking short-cuts Safety concerns at intersections Traffic access and safety near Schools
Walking	Poor condition and width of footpaths Safety concerns crossing roads
Cycling	Missing links in the cycling network Safety at intersections and crossing arterial roads
Public transport	Poor location of bus stops in Coorara Avenue Low frequency of services Poor maintenance of bus shelters and stops

The responses and outcomes which have been received as part of the consultation process are set out in chapter 4 of *the Traffic Study*, and the detailed comments received from survey respondents are contained in **Attachment B**.

Draft Traffic Management Action Plan

The Consultant has identified function of each street in *the study area* by reviewing the street layout and surrounding land-use, and classified each street as either a *local street*, a *local industrial street*, a *collector street* or a *main collector street*. This road hierarchy is required to inform the most appropriate traffic management response for each street type.

Based on the cross-referencing of the evidence-based data with the consultation outcomes, the Consultant prepared a *Draft Action Plan* with a list of traffic management recommendations, as set out below:

1. The implementation of a *40km/h area-wide speed limit* for every street in *the study area*.

A 40 km/h speed limit is widely recognised as a suitable traffic management initiative for residential streets, as it creates a safer environment for all road users, facilitates liveable neighbourhoods and underpins community well-being. The Council has previously endorsed the investigation of a 40km/h speed limit throughout the City, with investigations to be undertaken using a staged approach, precinct by precinct. The suburbs of Evandale, Stepney, Maylands, Norwood and Kent Town have already been speed limited to 40km/h, and the precinct bound by Lower Portrush Road, Payneham Road, North Terrace, Hackney Road and the River Torrens is currently under investigation.

2. The identification of *key locations* where traffic management is warranted.

Further investigations and design work would be required at each of the key location, to confirm the most appropriate type of treatment, which may include, but not be limited to, slow points, landscaped islands, roundabouts, raised intersections or pedestrian refuges.

3. An updated *cycling network* that includes additional strategic connections that could be incorporated into the proposed traffic management treatments, as well as a long-term vision for a shared path to follow the alignment of Third Creek between Firle and Payneham.

An Information Session was held with the Elected Members on 1 July 2022, at which the Draft Action Plan and recommendations were presented prior to undertaking the Stage 2 community consultation process.

Stage 2 Consultation

Stage 2 consultation was held in August 2022 and citizens were invited to provide the Consultant with their views of the Draft Action Plan via an on-line survey. 408 citizens completed the on-line survey and in addition, the Consultant received 36 email submissions and 5 telephone calls.

A summary of the Stage 2 consultation comments is set out below and the details are provided in the *Traffic Study Report* contained in **Attachment A**.

- The majority of respondents (from every suburb in *the study area* supported the introduction of a 40km/h area-wide speed limit, (67% in total). The highest support came from residents of Payneham and Firle, followed by Payneham South, St Morris, Glynde and Trinity Gardens.
- The majority of respondents supported the proposed traffic management treatments, however a significant number of residents ticked the '*not of interest*' box.
- Overall, more respondents *supported*, than *did not support*, the proposed bicycle network, however there was a high proportion of respondents who were *unsure* or *not interested* as shown in Figure 6.5. There was insufficient feedback to understand the reason why some residents did not support the cycling network and as such, further consultation would be required prior to the implementation of any cycling infrastructure that may result in adverse impacts to residents.

Final Action Plan for Traffic Management

Traffic management infrastructure is costly and disruptive and as such, it is important that works are installed in a prioritised, staged approach to best utilise Council's limited resources and finances.

To prioritise the recommendations, the Consultant has undertaken a multi-criteria analysis that has used evidence-based road safety issues and citizen feedback. The recommendations are grouped into three (3) sets of priorities. *Priority 1* is the implementation of a 40 km/h speed limit in every street of *the study area*, *Priority 2* consists of nine (9) locations where traffic management is warranted.

the short term, *Priority 3* includes five (5) medium-term actions and priority 4 includes four (4) long term actions.

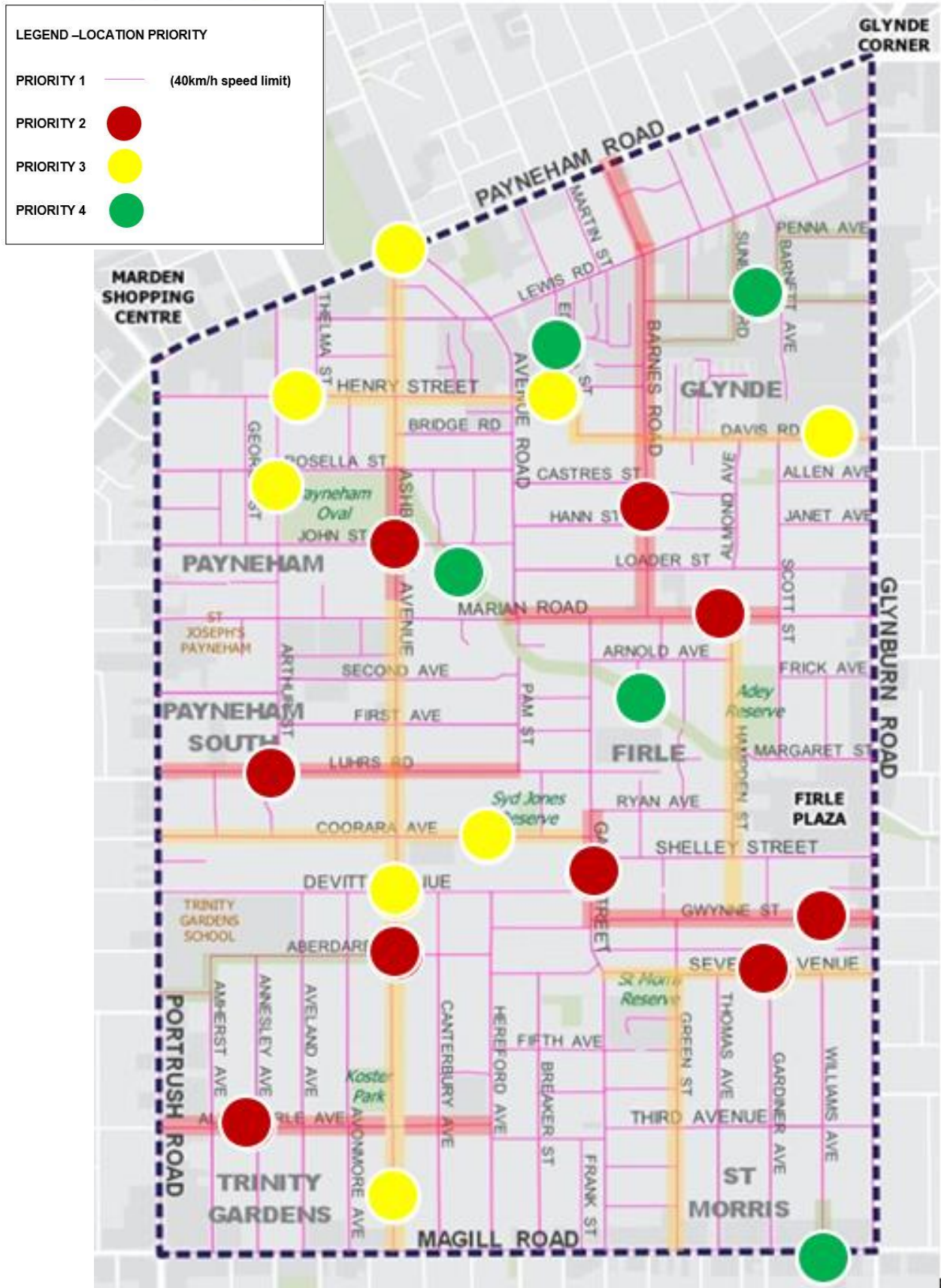
The recommendations are summarised in order of priority in Table 4, below.

TABLE 4: PRIORITISED LIST OF ACTIONS

Priority No.	Location (in order of priority)	Recommendation
1.1	Every street in <i>the study area</i>	<ul style="list-style-type: none"> 40km/h area-wide speed limit.
2.1	Gage Street, Firle	<ul style="list-style-type: none"> Investigate intersection treatments between Ryan Avenue and Stapleton Street.
2.2	Jones Avenue, Aberdare Avenue and Seventh Avenue, Trinity Gardens and St Morris	<ul style="list-style-type: none"> Complete the St Morris Bikeway in coordination with the Trinity Valley Stormwater Drainage project.
2.3	Barnes Road, Glynde	<ul style="list-style-type: none"> Investigate traffic calming measures to reduce speed; Provide treatment for cyclists; and investigate operation of Driveway Link at Lewis Road and Barnes Road intersection with view to improve or replace with alternative device.
2.4	Luhrs Road, Payneham South	<ul style="list-style-type: none"> Investigate traffic calming devices
2.5	Albermarle Avenue, Trinity Gardens	<ul style="list-style-type: none"> Investigate traffic calming devices including intersection treatment at Canterbury Avenue.
2.6	Ashbrook Avenue and John Street, Payneham	<ul style="list-style-type: none"> Investigate an alternative intersection treatment to the existing mini-roundabout.
2.7	Gwynne Street, Firle	<ul style="list-style-type: none"> Investigate traffic calming devices to reduce speed; and Consider a bicycle connection between Gwynne Street and Shelley Street.
2.8	Marian Road, Glynde	<ul style="list-style-type: none"> Complete the cycling network.
2.9	Payneham Road, at Avenue Road and Ashbrook Avenue	<ul style="list-style-type: none"> Improve intersection layouts through liaison with DIT.
3.1	Ashbrook Avenue and Devitt Avenue, Payneham South	<ul style="list-style-type: none"> Investigate intersection treatment
3.2	Ashbrook Avenue, Trinity Gardens	<ul style="list-style-type: none"> Improve cycling safety with traffic calming measures to align with new signalised pedestrian crossing of Magill Road
3.3	Coorara Avenue, bus stop improvements	<ul style="list-style-type: none"> Advocate to SAPTA a review of the bus stop locations in Coorara Avenue
3.4	Henry Street, Payneham & Glynde	<ul style="list-style-type: none"> Investigate traffic calming measures along Henry Street; and Improve signage to alert motorists they are entering a retirement home area;
3.5	Henry Street and Davis Road, Glynde	<ul style="list-style-type: none"> Complete the cycling network
4.1	Third Creek shared path, Payneham and Firle	<ul style="list-style-type: none"> Investigate the feasibility of a shared path over the Third Creek between Marian Road and Ashbrook Avenue
4.2	Magill Road and Williams Avenue, St Morris	<ul style="list-style-type: none"> Liaise with DIT to improve intersection safety
4.3	Glynde Employment Zone, Glynde	<ul style="list-style-type: none"> Monitor street operations as a result of proposed developments along Glynburn Road (Aldi & Bunnings)
4.4	Edward Street, Glynde	<ul style="list-style-type: none"> Investigate traffic calming devices along Edward Street

The locations of the recommendations and their priorities are depicted in Figure 2 below.

FIGURE 1: KEY ISSUES BY LOCATION



OPTIONS

Given that the investigation for a City-wide 40km/h area speed limit on a precinct-by-precinct basis, has already been endorsed by the Council (subject to consultation) and on the basis that this study has identified that there is majority community support, it is considered appropriate to proceed with the *Priority 1* recommendation to implement a 40km/h speed limit in every street in *the study area*.

In addition to the 40km/h speed limit, the Consultant has identified eighteen (18) locations that require traffic management treatments. The staging of these works will largely depend on the capacity of Council staff to manage this large number of projects and the implications on the Council's budgets. Council's budget considerations. Therefore, the *Priority 2, 3 and 4* recommendations would need to be implemented over a number of years and as such, Council staff have set-out below the issues that need to be taken into consideration in determining a position.

1. The St Morris Bikeway was identified as a *Priority 2* project. This has previously been identified as a Council project and has been integrated into the Trinity Valley Stormwater drainage project, planned for design and construction in the next two years. As such, this item does not require additional funding or consideration from the Committee.
2. The level of success of the 40km/h speed limit will not be known until the outcomes have been monitored and evaluated. Therefore, one option would be to implement the 40km/h speed limit and measure its success (or otherwise), prior to undertaking any other recommendations.
3. The *Priority 2* projects comprise the investigation of traffic management solutions at key locations. This would be undertaken by Traffic Engineering Consultants who would be engaged to prepare designs which are appropriate traffic management solutions for each location. Therefore, one option would be to undertake the investigation and design of all *Priority 2* projects, in a timely manner as staff capacity allows. Once all *Priority 2* projects have been designed, costed and assessed, the implementation of these projects could be staged to suit budget allocations. The *Priority 3* and *4* options could be managed after the completion of the *Priority 2* actions.
4. Another option would be to complete the design, investigation and implementation of one *Priority 2* option at a time, in order of priority. This would enable works to commence earlier than other options and would demonstrate to the community that the Council is committed to traffic management solutions. The number of projects which are undertaken each year would be dependent on budget allocations and staff workload capacity.
5. Given the number of recommendations, there are numerous combinations of works that could be considered. As such, the Committee has the option to recommend to the Council an option other than the options which have been recommended by Council staff.

The Options for the Committee to consider are set-out below.

Option 1: Implement the 40km/h area.

The Committee could determine that the *Stage 1* recommendation of the implementation of a 40km/h area wide speed limit be undertaken and that no other measures be undertaken until an evaluation of the 40km/h speed limit has been completed to understand the outcomes and level of success.

This option is cost-effective. A recent evaluation study of the 40km/h area-wide speed limit in Stepney, Maylands and Evandale identified that overall, the 85th percentile traffic speeds had reduced by 2.5km/h hour. However, given the long, straight roads and high incidences of speeding, a reduction of the speed limit in isolation is unlikely to address a number of key concerns highlighted in the Traffic Study. As such, this option is not recommended.

Option 2: 40km/h speed limit plus the investigation and design of the *Priority 2* projects.

The Committee could recommend to the Council that the implementation of the 40km/h speed limit be undertaken as well as progressing the investigation and design of the *Priority 2* projects.

The *Priority 2* projects include traffic management investigation and design at the locations set-out below:

- Gage Street, Firle, Ryan Avenue to Stapleton Street;
- Jones Avenue, Aberdare Avenue and Seventh Avenue (in coordination with the Trinity Valley Stormwater Drainage project works);
- Barnes Road, Glynde;
- Luhrs Road, Payneham South;
- Albermarle Avenue, Trinity Gardens;
- Ashbrook Avenue and John Street, Payneham;
- Gwynne Street, Firle;
- Marian Road (completion of cycle route);
- Payneham Road and Avenue Road junction; and
- Payneham Road and Ashbrook Avenue Junction.

This option would result in the most successful outcome because the 40km/h speed limit could be undertaken in the short-term to directly respond to area-wide traffic issues, while at the same time, progressing the development of detail designs to physically calm traffic at the key locations that have been identified as priorities.

Although this option would require significant funding from the Council, it is the preferred option because the physical devices would strengthen the compliance of the 40km/h speed limit and discourage non-local through traffic. The implementation of these devices could be staged over a period of say, three (3) years.

Option 3: The Committee may wish to make its own set of recommended actions to the Council in light of the outputs from *the Traffic Study*.

CONCLUSION

The traffic management recommendations which have been identified by the Council's Consultant is based on data analysis and community consultation and are outlined in this report.

The recommendations have been prioritised according to a multi-criteria analysis that has considered a number of road safety and street improvement criterion. The cost of the recommended works is significant and it is recommended that the works would need to be implemented over a number of years, to align with budgetary considerations, planned road reconstructions and grant funding opportunities.

The traffic issues and recommendations which have been outlined in this report, enable the Committee to consider the issues and the recommendations and provide advice to the Council as part of its considerations when the Council considers *the Traffic Study* Report.

COMMENTS

The costs associated with *the Priority 2, 3 and 4 works* are significant and implementation will be dependent on future budget allocations.

It is noted that the *Marden & Royston Park Traffic Management Plan* that was undertaken concurrently with this study identified a considerable number of locations in need of traffic management interventions, that would also require significant funding.

RECOMMENDATION

1. That the report prepared by Stantec Consultants, dated 30 January, 2023 and titled *Glynde, Payneham, Payneham South, Firle, Trinity Gardens and St Morris Traffic Management*, as contained in **Attachment A**, be received and noted.
 2. That the Committee notes that the *Priority 1* recommendation to implement an area-wide 40km/h speed limit in all streets bound by Payneham Road, Glynburn Road, Magill Road and Portrush Road, has been supported by the majority of respondents. Given that a 40km/h area-wide speed limit has already been endorsed by the Council (subject to consultation as the program is progressively implemented), this recommendation can be implemented without the need for consideration by the Committee.
 3. That having considered the information in this report, the Committee recommends to the Council that the implementation of the 40km/h speed limit be undertaken, together with progressing the investigation and design of the Priority 2 projects, as set-out below:
 - Gage Street, Firle, Ryan Avenue to Stapleton Street;
 - Jones Avenue, Aberdare Avenue and Seventh Avenue (in coordination with the design and construction of the Trinity Valley Stormwater Drainage project);
 - Barnes Road, Glynde;
 - Luhrs Road, Payneham South;
 - Albermarle Avenue, Trinity Gardens;
 - Ashbrook Avenue and John Street, Payneham;
 - Gwynne Street, Firle;
 - Marian Road (completion of cycle route);
 - Payneham Road and Avenue Road junction; and
 - Payneham Road and Ashbrook Avenue Junction.
 4. That the Committee notes that the citizens who engaged with the Council during the community consultation stage of the *Traffic Report* will be informed of the outcomes of this project.
 5. That the Committee notes that the implementation of the *Priority 2* recommendations would be staged over approximately three (3) years and that implementation would be subject to funding allocations as part of the Council's annual budget.
 6. That the Committee notes that if the *Priority 2* recommendations are implemented, the investigation and design of the *Priority 3* and 4 recommendations, would be assessed.
 7. That the Committee notes that the order of the implementation of the recommendations may change to enable integration into other capital works projects, such as road reconstruction or stormwater drainage works.
-

Cr Holfeld moved:

1. That the report prepared by Stantec Consultants, dated 30 January, 2023 and titled Glynde, Payneham, Payneham South, Firle, Trinity Gardens and St Morris Traffic Management, as contained in **Attachment A**, be received and noted.
2. That the Committee notes that the Priority 1 recommendation to implement an area-wide 40km/h speed limit in all streets bound by Payneham Road, Glynburn Road, Magill Road and Portrush Road, has been supported by the majority of respondents. Given that a 40km/h area-wide speed limit has already been endorsed by the Council (subject to consultation as the program is progressively implemented), this recommendation can be implemented without the need for consideration by the Committee.
3. That having considered the information in this report, the Committee recommends to the Council that the implementation of the 40km/h speed limit be undertaken, together with progressing the investigation and design of the Priority 2 projects, as set-out below:
 - Gage Street, Firle, Ryan Avenue to Stapleton Street;
 - Jones Avenue, Aberdare Avenue and Seventh Avenue (in coordination with the design and construction of the Trinity Valley Stormwater Drainage project);
 - Barnes Road, Glynde;
 - Luhrs Road, Payneham South;
 - Albermarle Avenue, Trinity Gardens;
 - Ashbrook Avenue and John Street, Payneham;
 - Gwynne Street, Firle;
 - Marian Road (completion of cycle route);
 - Payneham Road and Avenue Road junction;
 - Payneham Road and Ashbrook Avenue Junction; and
 - investigation of traffic control devices on Davis Road, Coorara Avenue and Avenue Road.
4. That the Committee notes that the citizens who engaged with the Council during the community consultation stage of the Traffic Report will be informed of the outcomes of this project.
5. The Committee recommends to the Council that the Priority 2 projects be implemented as a priority and that adequate resources and funding be allocated by the Council to facilitate implementation of the devices.
6. That the Committee notes that if the Priority 2 recommendations are implemented, the investigation and design of the Priority 3 and 4 recommendations, would be assessed.
7. That the Committee notes that the order of the implementation of the recommendations may change to enable integration into other capital works projects, such as road reconstruction or stormwater drainage works.
8. That staff liaise with the Department for Infrastructure and Transport (DIT) to request the re-routing of buses from Coorara Avenue to Luhrs Road.

Seconded by Cr Knoblauch and carried unanimously.

5.3 INVESTIGATION INTO THE USE OF 'ACTIBUMP' FOR TRAFFIC MANAGEMENT ON COUNCIL ROADS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA97147
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present to the Traffic Management & Road Safety Committee ("the Committee") the findings of an investigation into an innovative traffic calming technology, *Actibump*, for use on Council roads.

BACKGROUND

At its meeting held on 7 February 2022, the Council moved the following motion.

'That a report investigating the viability of the Council installing Actibump smart speed management technology on Council roads, be presented to the Traffic Management & Road Safety Committee for the Committee's consideration'.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Goals contained in *CityPlan 2030* are:

Outcome 1: Social Equity

An inclusive, connected, accessible and friendly community

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- **Elected Members**
The Council considered the Notice of Motion at its meeting held on 7 February 2021, and as such all Elected Members are aware of this investigation.
- **Staff**
General Manager, Urban Planning & Environment.
- **Community**
Not Applicable.
- **Other Agencies**
Not Applicable.

DISCUSSION

It is a requirement of the *Road Traffic Act 1961*, that traffic control devices on all roads and road-related areas shall be used only in accordance with the Department for Infrastructure & Transport (DIT), *Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Part 2, Code of Technical Requirements* (the Code). However, in some situations, the traffic control options available are limited due to various factors and constraints such as road width, car parking, driveways and the function of the road.

Actibump is not a traffic management device that is approved by DIT. As such, if the Council were to consider its installation, the Council would be required to prepare a methodology for an *Actibump* case-study and apply to DIT for approval to undertake a trial.

The council engaged Traffic Consultants *Intermethod*, to investigate the feasibility of *Actibump* as part of the traffic management study for Marden & Royston Park, in March 2022. The key findings of this investigation are discussed below and the full report is contained in **Attachment A**.

Actibump was developed in Sweden in 2010, and is being increasingly deployed across Scandinavia with global interest and trials. The device is currently being trialled in Australia at the Curtin University in Perth.

Actibump is a 'smart technology' speed bump that is activated only if a vehicle exceeds the speed limit. It comprises a metal frame and hatch embedded into the road surface that when activated, lowers one side of the hatch several centimetres below the road surface creating a 'dip', as shown in Figure 1. This slight 'dip' is intended to remind a driver to drive at the appropriate speed.

Actibump detects the traffic speed by a post-mounted radar unit installed at each device. The layout of the metal hatch, radar unit, control system and signage is depicted in Figure 2. The operational characteristics would be managed by the Council via an internet connection.



Figure 1. *Actibump* in action
 (<https://highways.today/2021/12/08/actibump-2021/>)

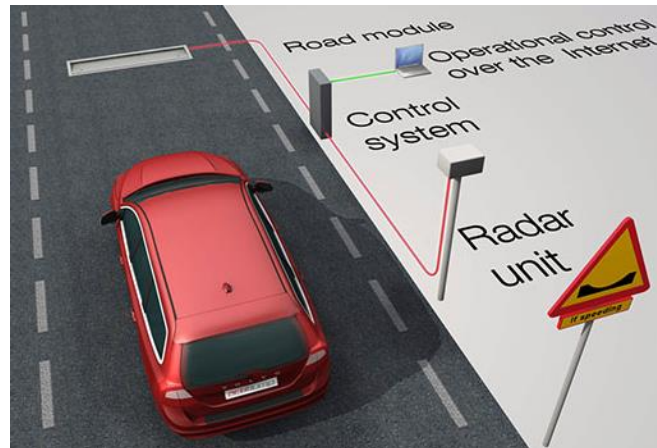


Figure 2. Technical controls of the *Actibump* system (Gustafson 2016, *Actibump*, A speed bump only for speeders, <http://www.unpressablebuttons.com/>)

A number of trial evaluations identified that *Actibump* is effective in significantly reducing speed and these results are provided in the Report contained in **Attachment A**.

The Australian distributor of *Actibump* advised that the indicative installation cost for a single *Actibump* is between \$80,000 and \$90,000. This cost does not include on-going maintenance, monitoring or reporting of data.

To reduce speed along a length of road, and ensure that motorists do not speed in between devices, an *Actibump* device would need to be installed every 80 to 100 metres the road. In addition, a separate *Actibump* would be required on each side of the road because they operate in a single direction. For example, if *Actibump* was considered for installation in Langman Grove, 16 devices would be required (8 on each side of the road), and would be in the order of \$1.5m.

The key points of the *Actibump* investigation includes the following:

- *Actibump* is effective in reducing vehicle speeds does not impact on vehicles driving at or below the speed limit, and allows for buses, emergency vehicles or other larger vehicles.
- The installation cost of each device is significantly high (\$80,000-90,000k), particularly when considering that in most cases, they would need located in a series
- There would be ongoing maintenance and operational costs that are not known;
- The metallic surface of the feature may introduce a slipping hazard to motorcyclists and cyclists, especially in wet conditions;
- The safety impact of a motor cyclist negotiating the *Actibump* is not known;
- The impact of the potential collection of leaf matter and debris in the device is not known;
- The software would need to detect SA emergency vehicles. The SA police and medical fleets are diverse and would require adjustments to AI software to recognise South Australian vehicles, as well as updating when new vehicles are released;
- There is no data available on whether traffic volumes are reduced after installation of *Actibump*; and
- The associated infrastructure (radar unit and control system) would increase footpath clutter.

CONCLUSION

Based on the evidence reviewed, *Actibump* is an innovative, Smart technology that has proved to successfully reduce speed. However, there are concerns given the high cost of installation and a lack of data on the full impacts of the device mean a trial of *Actibump* is not feasible.

COMMENTS

Given the investigations of the report contained in **Attachment A**, as summarised in this report, it is considered impractical to consider a trial of *Actibump* in the foreseeable future.

OPTIONS

Option 1

The Committee can recommend to the Council that in light of the investigations set out in this report, in particular the high cost, that there is no justification to undertake a trial of *Actibump*.

This approach is recommended.

Option 2

The Committee can recommend to the Council that a report be submitted to the Department for Infrastructure and Transport requesting that the Council undertake a trial of *Actibump* at a location to be determined.

This approach is not recommended because of the high cost required, and that the investigation identified a number of gaps in the evaluation data.

RECOMMENDATION

That the Traffic Management and Road Safety Committee recommend to the Council that in light of the investigations detailed in this report, there is no justification to undertake a trial of *Actibump*.

Mr Shane Foley moved:

That the Traffic Management and Road Safety Committee recommend to the Council that in light of the investigations detailed in this report, there is no justification to undertake a trial of Actibump.

Seconded by Cr Knoblauch and carried unanimously.

6. OTHER BUSINESS

Nil

7. NEXT MEETING

Tuesday 18 April 2023

8. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 11.35am.

Cr Kevin Duke
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

Attachment B

Adoption of Committee Minutes Norwood Parade Precinct Committee

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

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



City of
Norwood
Payneham
& St Peters

Norwood Parade Precinct Committee Minutes

21 February 2023

Our Vision

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

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

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

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VENUE Mayors Parlour, Norwood Town Hall

HOUR 6.15pm

PRESENT

Committee Members Mayor Robert Bria (Presiding Member)
Cr Sue Whittington
Cr John Callisto
Cr Josh Robinson (entered the meeting at 6.18pm)
Cr Victoria McFarlane (entered the meeting at 6.16pm)
Ms Brigitte Zonta
Ms Hannah Waterson
Mr Joshua Baldwin
Mr Mario Boscaini
Mr Rik Fisher
Mr Tom McClure
Mr William Swale (entered the meeting at 6.25pm)

Staff Mario Barone (Chief Executive Officer)
Keke Michalos (Manager, Economic Development & Strategy)
Stacey Evreniadis (Economic Development Co-ordinator)
Tyson McLean (Economic Development Officer)

APOLOGIES Mr Michael Zito

ABSENT Nil

TERMS OF REFERENCE:

The Norwood Parade Precinct Committee is established to fulfil the following functions:

- *To develop and have oversight of the Annual Business Plan and Budget based on the Separate Rate for The Parade Precinct.*
- *The Budget developed by the Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan and the amount recommended to the Council for approval by the Council, is required to meet the objectives set out in the Annual Business Plan.*
- *To have oversight of the implementation of the Annual Business Plan as approved by the Council.*
- *Through the initiatives as set out in the Annual Business Plan ensure the development and promotion of The Parade as a vibrant shopping, leisure and cultural destination for businesses, residents and visitors.*
- *To initiate and encourage communication between businesses within the Precinct.*

1. PRESENTATION

Michael Kelledy of Kelledy Jones Lawyers provided a presentation regarding the role of the Committee and the *Local Government (Procedures at Meetings) Regulation 2013*.

Cr McFarlane entered the meeting at 6.16pm.

2. CONFIRMATION OF MINUTES OF THE NORWOOD PARADE PRECINCT COMMITTEE MEETING HELD ON 26 JULY 2022

Cr Whittington moved that the minutes of the Norwood Parade Precinct Committee meeting held on 26 July 2022 be taken as read and confirmed. Seconded by Mr Joshua Baldwin and carried unanimously.

Cr Robinson entered the meeting at 6.18pm.
Mr William Swale entered the meeting at 6.25pm.

3. **PRESIDING MEMBER'S COMMUNICATION**
Nil

4. **NORWOOD PARADE PRECINCT NEWS**
Nil

5. **STAFF REPORTS**

5.1 PROGRESS ON THE IMPLEMENTATION OF THE 2022-2023 ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Coordinator
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4616
FILE REFERENCE: qA85811
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to provide the Norwood Parade Precinct Committee, with an update on the implementation of the *2022-2023 Norwood Parade Precinct Annual Business Plan*.

BACKGROUND

At its meeting held on 15 February 2022, the Committee considered and endorsed the *Draft 2022-2023 Norwood Parade Precinct Annual Business Plan* for The Parade Precinct and resolved to forward it to the Council for its endorsement and approval to be released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.

The report setting out the results of the consultation was prepared and included in the Norwood Parade Precinct Committee Agenda for the meeting scheduled for Tuesday 10 May 2022. Due to a lack of quorum the meeting was cancelled. The Norwood Parade Precinct Committee meeting was then re-scheduled for Tuesday 17 May 2022. This meeting also received a number of apologies, which again resulted in a lack of quorum for the second time and was also subsequently cancelled.

Given that only one (1) submission was lodged, which did not impact directly on the contents of the draft Annual Business Plan, or the proposed distribution of the budget and that the Annual Business Plan is used to inform the Council's Budget, a decision was made to present the final *Draft 2022-2023 Norwood Parade Precinct Annual Business Plan* directly to the Council for its endorsement. The Council endorsed the Annual Business Plan as being suitable at its meeting held on 6 June 2022.

For the 2022-2023 financial year, the value of the Separate Rate on The Parade Precinct traders is \$215,000 and the carry forward amount is \$42,369, totally \$257,369.

Investigations have progressed in respect to a number of deliverables and a summary of the overall budget and expenditure is contained in **Attachment A**.

DISCUSSION

1. STRATEGY: EVENTS & ACTIVATIONS

1.1 RAISING THE BAR ADELAIDE 2022

The *Raising the Bar Adelaide* event has cemented its spot on the City of Norwood Payneham & St Peters' events calendar and was held in the City for its fifth year on Tuesday 9 August 2022. For one night only, the City was transformed into a campus where top academics, industry experts and thought leaders gathered in some of the best local pubs for a one-of-a-kind, knowledge-driven event. The Council continues to be the only destination in South Australia that is granted a license to deliver this unique event. *Raising the Bar* has previously been held in international cities including New York, San Francisco, Hong Kong and London, with events held in Australian capital cities increasingly becoming more popular.

In 2022, there were nineteen (19) talks, across ten (10) venues, with Simon Dawson unfortunately having to withdraw several days before the event. Each venue hosted two (2) sessions, the first at 6.30pm, and the second at 8.30pm. Talks included the reality of crime, nutrition, fashion, law and religion, durability and resistance, the space industry, STEM careers and more.

Raising the Bar Adelaide is a much-loved event in the City and continues to draw new audiences, while continuing to cater for those that have attended in the past. It was pleasing to include three (3) new host venues for the 2022 event, which included the Norwood Hotel and *Eastside Wine & Ale Trail* members – Lambrook Wines and Reform Distilling.

The final number of recorded attendees at the event, across the nineteen (19) talks was over 1,000 people. Through the registration process the Council was able to capture details of almost 800 attendees. These details have been added to the Council's database and are used to promote Council-led events and initiatives developed by the Unit, share local business events that benefit the wider community, and include feature articles on local business.

The Council has allocated budget to deliver this event again in 2023 and applications to speak at *Raising the Bar Adelaide* in 2023 are now open to the public at npsp.sa.gov.au/rtb

1.2 A DAY OF FASHION 2022

Each year during the month of October, the Council hosts a fashion event on The Parade, to support the range of businesses in the fashion retail sector. Fashion events over the past ten (10) years have seen the road closed for fashion parades, store discounts, hair and beauty stalls, 'meet the designer' talks and a clothing donation station, to name a few.

The fashion landscape has changed over the past ten (10) years and particularly in the last three (3) years since the COVID-19 pandemic swept across the world. For the fashion industry, the pandemic disrupted brick-and-mortar stores, forcing businesses to focus on digitizing their business to keep up with the rise in online shopping. As lockdown restrictions eased during 2022, shoppers made it clear that although they still value online channels, shoppers also want brick-and-mortar experiences and physical retail now has a new role in revamping customer journeys to remain attractive to consumers.

At the same time, more and more consumers are voicing their concerns about the industry's impact on the planet and are expecting that businesses and government bodies embrace the concept of 'circularity' – making sure resources and products stay in use for as long as possible before being regenerated into new products.

Backed by desktop research and with careful consideration of today's consumer, the following events and activities formed the *A Day of Fashion 2022* program.

In Conversation with... Event

The fashion industry is one of the most significant industries in the global economy. However, marred by ever-accelerating trend cycles and murky supply chains, it is also a major contributor to environmental degradation and one of the biggest exploiters of poor workers employed in unsafe conditions.

Stacey Pallaras, Publisher of Cocktail Revolution, facilitated the discussion between three (3) University of South Australia Researchers:

- Erin Skinner - Slow Fashion Advocate & Researcher - Sustainable Fashion and Conservation Psychology;
- Kyla Raby - Anti-slavery researcher, practitioner and advocate; and
- Josie McKenzie - Researcher into Corporate Social Responsibility of the Australian Fashion Industry, Fast Fashion & Gender Equity.

The event was sold out, with forty (40) attendees packing out the Tanja Liedtke Studio at The Odeon – Australian Dance Theatre.

Sip & Swap Event with The Clothing Exchange

The Council, in partnership with The Clothing Exchange, and with local sponsor Lambrook Wines brought Sip & Swap to the City. The event invited people to bring six (6) well looked after clothing garments or accessories that they no longer wear, to exchange for six (6) new garments. The one-hundred (100) person sold-out event was held in the Don Pyatt Hall, with the left-over items donated to Op Shops located on The Parade.

Business Offers and In-Store Experiences

The Council received a fantastic response from The Parade traders in 2022, with over sixty-five (65) business offers submitted, to be promoted as a part of A Day of Fashion, and it was pleasing to hear that outdoor adventure store Exurbia, had their most lucrative day of trading since opening on The Parade in November 2021.

House of Gucci Movie Night at Hoyts Cinema Norwood

To culminate A Day of Fashion and activate the night-time economy on The Parade, a movie screening of House of Gucci was held at Hoyts Cinema Norwood. Seventy (70) people attended the private screening.

The concept of *A Day of Fashion 2022*, was well received by businesses, event facilitators and speakers, and event attendees. The success of the event is supported by Spendmapp data, which shows a spike in sales in the 'Department Stores and Clothing' category. On Saturday 15 October 2022, the day of the event, \$159,000 was injected into the 'Department Stores and Clothing' category, which was the highest earning day for this category during the month of October. Friday and Saturday's are the best performing days for the 'Dining and Entertainment' category, with an average of \$588,000 total spend. On Saturday 15 October, the 'Dining and Entertainment' category performed above average, generating \$608,000 within the Precinct. These figures illustrate that the event was a success, with visitors enjoying The Parade as a destination to shop, dine and experience.

1.3 SANTOS TOUR DOWN UNDER 2023

After a two-year hiatus, The Parade, Norwood was thrilled to host the *Santos Tour Down Under - Hahn Stage 3 Start and Challenge Tour* on Friday 20 January 2023. This international acclaimed event, saw approximately 5,000 people attend to watch the start of the race, which commenced at 11.30am.

During September 2022 – January 2023, the Council on behalf of the Tour Down Under sought expressions of interest from The Parade Precinct businesses, to decorate shopfront windows and for cafes to open early to service Challenge Tour participants.

Disappointingly, there was minimal interest from businesses to decorate shopfront windows, resulting in this initiative not going ahead. A small number of businesses took the opportunity to open early.

To understand the outcomes of hosting the Tour Down Under this year, and to potentially plan for greater benefit to businesses in 2024, a survey has been prepared and sent to businesses within The Parade Precinct. Ten (10) businesses completed the survey, with some key points received, are listed below.

- *Café: we were very busy between 9.00am and 1.00pm, with mostly take away coffee and drinks sold. Our income for the day was much higher than the average Friday.*
- *Retailer: our income for the day was 75% down, compared to the average Friday for this time of year.*
- *Hospitality: we are located in the heart of the precinct and expected a flow of people following the race start, but that didn't occur. Sales were approximately 30% down on the previous Friday. Despite a drop in sales for the day, we understand that it is a part of being located on The Parade and support the continuation of major events being held within the Precinct.*

In addition to the ten (10) written survey results, which have been received, Council Staff engaged in face-to-face discussions with several businesses. Some of the comments received include:

- *Café: we opened our café at 5.30am and whilst we did not generate the income that we expected in first couple of hours of the day, we understand the importance of brand awareness and being seen by the thousands of cyclists that participated in the Challenge Tour that we are 'open for business.' Trade certainly picked up mid-morning and the café was full for the majority of the day.*
- *Retailer: whilst we did not see a direct benefit from the event being held on The Parade, we understand that it is important to hold high-profile and community events. To reduce the impact that road closures has on our business, we recommend that infrastructure is removed significantly faster in order for normal trade to resume.*

Council Staff will consider this feedback, to inform future initiatives and engagement with businesses in relation to the Santos Tour Down Under 2024.

2. STRATEGY: MARKETING & COMMUNICATIONS

2.1 EASTSIDE BUSINESS AWARDS 2023

The *Eastside Business Awards* program is for businesses trading within the City of Norwood Payneham & St Peters. The intent of the Awards is to recognise the best small businesses – retailers, restaurants, cafes, venues, professional services and food and beverage manufacturers within the City of Norwood Payneham & St Peters.

The aims of the *Eastside Business Awards 2023* is to achieve the following objectives:

- recognise businesses that create great customer experiences and build community;
- recognise and celebrate the success of businesses within the City;
- raise the profile of the Council's business sector;
- provide a platform for businesses that fall both within and outside of the Council's business precincts the opportunity to be promoted;
- highlight the "hidden gems";
- encourage exceptional customer service from businesses;
- make the City of Norwood Payneham & St Peters a destination of choice for shopping, dining and services;
- increase patronage for businesses within the City; and
- associate the Council with a high-profile awards program.

These awards celebrate excellence across the following eleven (11) categories, which remain unchanged from the 2022 Awards program:

- Best Café/Restaurant;
- Best Customer Experience;
- Best Fashion Retailer;
- Best Independent Small Business;
- Best Arts & Culture/Entertainment Experience;
- Best Coffee;
- Best Pub/Bar;
- Best Food/Beverage Manufacturer;
- Best Hair/Beauty Salon;
- Best Professional Service; and
- Hall of Fame (20+ years).

The 2023 Awards Program launched on Thursday 9 February, with six (6) days of general marketing and promotion to generate awareness of the Awards, prior to the voting stage opening on Thursday 16 February 2023.

During this initial stage, the Council will focus on communicating with the business community via The Parade, Magill Road and Council websites, associated social media platforms, via electronic direct mail (EDM) and letterbox drops, to inform businesses of the Awards, and to prepare them for the voting stage. To support the initiative, the Council has made printed collateral available to businesses and has encouraged business owners and employees to collect and display material within their business. The printed collateral is available to collect from The Norwood Town Hall. To complement the printed collateral, digital assets are available to download from the Eastside Business Awards website to use online.

Whilst it is important to communicate and educate the businesses within the City of the Awards Program, it is equally as important to promote the program to their customers and the community. To generate awareness and to continue the growth of the Awards program, the Council has partnered with Solstice Media, which includes brands InDaily, SALIFE and CityMag, plus several digital brands, which include Business Insights, Best Life, Top Picks and InReview.

Council staff, together with Solstice Media staff have designed an extensive marketing and promotion campaign including print and digital advertising, editorial and social media. The campaign delivers a clear and direct message, followed by a quick, user-friendly voting process that can be completed online at www.eastsidebusinessawards.com.au. To encourage public vote, a 'Vote & Win' competition is being run and the winner will receive a \$350 Parade, Norwood gift voucher. The winner will be drawn at random.

Voting is open from Thursday 16 February – Thursday 16 March 2023. At the conclusion of the voting stage, the top three (3) businesses in each category with the highest number of votes become the finalists. The finalists will be judged by a panel of four (4) people, including Mayor Robert Bria, together with two (2) Solstice Media representatives to determine the winners.

The winner of each category will be announced at an Awards Night on Wednesday 19 April 2023 at the St Peters Banquet Hall and each winner will receive digital advertising services to be spent on business marketing with Solstice Media to the value of \$1,000 (excl GST) and a choice of a business advisory service to the value of \$1,000 (excl GST) provided by AFM Services.

A copy of the Eastside Business Awards 2023 marketing collateral is contained in **Attachment B**.

3. STRATEGY: IDENTITY & BRAND

3.1 CHRISTMAS ON PARADE

Christmas Decorations

On Tuesday 15 November 2022, the 3-metre illuminated 3D LED Star, twenty (20) light pole decorations and twenty-eight (28) Christmas branded banners were installed along The Parade, as well as the hanging decorations in the windows of the Norwood Town Hall and the three (3) street trees that surround the Norwood Town Hall. The decorations were on display for the community to enjoy between 15 November 2022 – 3 January 2023.

Investigations into purchasing new decorations for the 2023 Christmas season will commence in the coming months and options will be presented to the Committee at its next meeting.

Norwood Christmas Pageant

Following a two (2) year forced break due to COVID-19, there was high anticipation for the much-loved and iconic Norwood Christmas Pageant, which attracted an estimate of 15,000 attendees to The Parade, Norwood on Saturday 26 November 2022.

Live Christmas Art Installation

As part of the Christmas on Parade initiative, Adelaide based muralist and visual artist, Alexandra Bellas painted a series of three (3) artworks, which were admired and enjoyed at the Memorial Gardens, located at the front of Norwood Oval, between Tuesday 29 November 2022 – Friday 6 January 2023. The pop-up art display added vibrancy to the western end of The Parade, inviting visitors to explore each installation and share their photos on social media.

Brighten The Parade

As an extension of the artwork displayed in the Memorial Gardens and to add more colour and festive cheer to businesses along The Parade, the Council invited school children to collaborate with the artist, Alexandra Bellas. Students from schools throughout the City added their own twist to the artist's template with plenty of colour and flair. These colourful posters were divided and distributed to businesses that expressed their interest to be involved in the initiative. While a small initiative, the display of children's artwork helped to encourage greater visitation to The Parade.

Christmas Wreath Workshop

On Saturday 10 December 2022, a Christmas Wreath Workshop was held at Blooms Flowers on The Parade. For \$59.00 per ticket, ten (10) attendees received nibbles, sparkling water and wine, and a selection of beautiful faux foliage to create their own wreath. Blooms Flowers owner and instructor Cathie, guided the attendees on combinations and elements that complemented each other, to create a masterpiece that would last the festive season.

How to Style Series

Six (6) themed videos were created to inspire and encourage shoppers to purchase food, retail and homeware items from businesses on The Parade during the Christmas period. The series included three (3) food boards, which included 'festive desserts,' a 'plant based grazing board' and a 'charcuterie board' and three (3) striking table settings including an 'elegant Australiana Christmas,' 'Scandi Christmas,' and a bright, colourful 'vivid Christmas' theme.

These videos were included in an article housed on The Parade website, shared across The Parade social media channels and promoted via external advertising channels. Of the six (6) videos, the three (3) grazing boards received the greatest engagement and views on The Parade's Instagram.

TV feature on Hello SA

On 1 December 2022, Hayley Pearson and Lauren De Cesare of Adelady, visited The Parade to film a segment for Hello SA, which aired on Sunday 11 December 2022. The segment featured four (4) businesses on The Parade, which included 'Exurbia', 'Bauhaus' 'House of Health Collective' and 'ortc Clothing Co.' The objective of this segment was to promote The Parade as a destination to purchase a wide range of Christmas gifts, and the experiences available to visitors to explore. The average peak audience for this episode was 60,000 viewers.

3.2 FESTIVE GALLERY ON OSMOND TERRACE

The *Festive Gallery on Osmond Terrace* was on display for another year, with a combination of decorated Christmas trees and presents.

The Council's Events Unit worked closely with thirteen (13) schools and child care centres to prepare for the delivery of this initiative. The Council installed twenty-six (26) decorated Christmas trees and thirty-four (34) decorated presents, as well as the 'Merry Christmas' signage to complement the outdoor gallery.

The Education institutes that were involved in this initiative in 2022 include:

- Agnes Goode Kindergarten;
- East Adelaide School;
- Felixstow World of Learning;
- Margaret Ives Community Children's Centre;
- Marryatville Primary School OSHC;
- Norwood Primary School;
- St Ignatius College Junior School;
- St Joseph's Memorial School;
- St Morris Community Child Care;
- St Peters Childcare Centre and Preschool;
- Stepping Stone Marden Childcare & Early Learning;
- The Learning Sanctuary Norwood Montessori; and
- Treetops Early Learning Centre Stepney - Wattle House.

The *Festive Gallery on Osmond Terrace* was available for the public to enjoy between Wednesday 23 November 2022 and Tuesday 3 January 2023. As part of this initiative, the community is invited to visit and walk through the display on Osmond Terrace taking in the creative sights before voting for their favourite Christmas tree and Christmas present in the People's Choice competition, which was held on the Council, and The Parade, Norwood Facebook pages.

The winning entry, with 187 'likes' on Facebook, were two (2) trees decoration by Agnes Goode Kindergarten. Agnes Good Kindergarten has received a \$500 Parade Gift Card, and has selected to donate \$500 to Backpacks 4 Kids SA, which has been donated by the Committee.

Since its inception in 2017, there has been steady but decreasing interest from local schools, however the feedback received is that while they enjoy the *Festive Gallery on Osmond*, it is a very busy time of year, making it difficult to complete the project. Whilst the number of participating schools and childcare centres has remained steady over the past six (6) years, the number of decorated trees and presents has significantly reduced, as has the quality, which has reduced the impact of the initiative. As a result, the Arts, Culture & Community Connections Unit decided that the *Festive Gallery on Osmond Terrace* will not be delivered in 2023.

The Council's Arts Officer and Youth Program Coordinator will explore alternative ways to engage schools and the broader community over the 2023 Christmas season.

3.3 ART ON PARADE 2023

The *Art on Parade* initiative returns this year, encouraging art lovers, residents and visitors to The Parade to enjoy a range of contemporary artworks, sculptures, paintings, jewellery and photography. All businesses within The Parade Precinct have been invited to express their interest in being a host venue for the event, which will be held from Saturday 1 – Sunday 30 April 2023.

In previous years, the Council has engaged an artist to curate the trail and act as the liaison between the businesses that expressed their interest and the artists that showcased their work. This year, the curation and management of *Art on Parade* will be delivered by the Council's Arts Officer.

Several modifications and additions are being considered for this year's event, which include:

- investigations into two (2) outdoor sculptures, one (1) to be installed on Osmond Terrace and the other to be installed at the intersection of The Parade, Fullarton Road and Flinders Street;
- a \$250 People's Choice Award;
- a \$500 'Inaugural Art on Parade Prize' to the winning artist, which will be judged by industry experts – Edward James and Yasmin Grass; and
- an *Art on Parade* closing event, which is scheduled to be held on Friday 28 April at a venue within The Parade Precinct.

Businesses will be provided with a counter top brochure display, which will include a map of the art trail and a voting slip for visitors to vote for their favourite artwork in the 'People's Choice Award.' All votes will go into a draw to win a \$100 Parade Gift Card, which will be announced at the closing event, which is scheduled to be held on Friday 28 April 2023.

The winner of the 'Inaugural Art on Parade Prize' will also be announced at the closing, after being judged over the course of the month by two (2) industry professionals.

The Council has prepared a marketing plan, including promotion across the Council's owned platforms, i.e. website, social media and electronic direct mail (EDM), with paid advertising scheduled across InDaily and Arts SA.

To continue to support the arts sector, which contributes to the vibrancy and sense of place on The Parade, it is proposed that the Committee allocates \$5,000 from the Sponsorship Budget for the marketing and promotion of *Art on Parade 2023*.

3.4 MAJOR ANNUAL COMPETITION 2023

The Parade Precinct has run a range of competitions over the past six (6) years and through the development of the competitions has considered a number of factors, including but not limited to – the prize, the time of year and the duration of the competition. In 2020 and 2021, the Committee was challenged to come up with a suitable prize, that was both attractive to shoppers and benefited the businesses within the Precinct during the covid pandemic period. During these years, the Council delivered *Rediscover The Parade*, with a cash prize in the form of vouchers to local businesses, a *Book a Holiday – Win a Holiday*, which encouraged shopper to book local trips at one (1) of the four (4) travel agencies on The Parade, and a *Spend to Win*, which was held in the lead up to Christmas.

In addition, the Council has delivered a *Caroma Bathroom Makeover* in 2018, and *Parade to Paris* and *Summer in Sorrento* in 2017 and 2018, respectively.

All prizes for the competition have been arranged through businesses within The Parade Precinct, except in 2022, when the Committee resolved to pursue a car as the prize for the competition. Several options were presented to the Committee and a FIAT 500 was endorsed, due to perceived brand alignment, price point and availability.

At its meeting held on 26 July 2022, Council Staff delivered a presentation to the Committee on various initiatives to investigate and deliver for the remainder of 2022 and early 2023. One of the initiatives that was included in the presentation and discussed at the meeting, was the prize for the 2023 Annual Parade Precinct Competition. Supported by statistics and feedback from past competitions, the recommendation from Council Staff, which was supported by the Committee, was to run an international holiday competition.

Following the Committee meeting, expressions of interest were sent to the four (4) travel agencies on The Parade, seeking their interest to sponsor the 2023 competition. Council staff followed up with face-to-face meetings with each of the travel business, to discuss destination ideas and to identify if there was opportunity for financial or in-kind support. Given the state of the travel sector over the past two (2) years, head offices have put a freeze on all sponsorship opportunities until further notice, which is understandable.

Despite this, holiday competitions have been the most successful for the precinct and so for that reason, combined with the desire from people to travel, Council staff explored alternative ways to collaborate with travel businesses to deliver this competition. Through this process, Travel Associates Norwood has successfully been able to secure a holiday cruise for two (2) in Europe, with Avalon River Cruises at a reduced cost and Travel Associates Norwood has agreed to provide the airfares at cost price. Details on the specific location, duration of the trip and the costs are still being confirmed, but should not exceed \$10,000 excl GST.

The aim of the competition is to encourage customers to visit any business within The Parade Precinct, spend \$25 or more and enter their details online at paradenorwood.com to win the sole prize – an Avalon River Cruise holiday for two (2) people.

It is proposed that the competition run for six (6) weeks, commencing in May through to June.

An extensive marketing campaign will be developed to promote the competition, including but not limited to print, digital, radio and on-street promotions. Tear-away slips including information on how to enter the competition will be provided to businesses, to staple onto their customer's receipts.

It is proposed that the Committee allocates \$50,000 from the Identity & Brand Budget to deliver the *Annual Major Competition* in 2023, which includes the prize and all marketing and promotion associated with the competition.

4. STRATEGY: BUSINESS DEVELOPMENT

4.1 END OF YEAR BUSINESS NETWORKING DRINKS

On Tuesday 6 December 2022, the City of Norwood Payneham & St Peters held its End of Year Business Networking Event at Transforma, located on Kensington Road, Norwood. Transforma, a local furniture business, which is included in the Council's *Eastside Design for Living* initiative.

The event was attended by 100 people, representing 48 businesses within the City and from various business sectors (e.g. professional services, retail and hospitality). The event was an opportunity for new and existing business owners and employees to network with their peers, as well as Elected Members and Council Staff. The evening featured a speech from Mayor Robert Bria who outlined the Council's Economic Development programs and initiatives that were undertaken to assist businesses since the Mid-Year Business Networking Event in June 2022.

The event was catered by Indulgence Food Design, a business within the City and beer and wine were supplied by The Suburban Brew, Heartland Wines, Lambrook Wines and Fox Gordon Wines, who are all members of the Council's *Eastside Wine & Ale Trail*.

The event was a success with a good representation from The Parade Traders and many of the attendees commented positively on the event.

A selection of photos of the event are contained in **Attachment C**.

RECOMMENDATION

1. That the report be received and noted.
 2. That \$5,000 be allocated from the Sponsorship Budget to sponsor *Art on Parade 2023*, be endorsed.
 3. That \$50,000 is allocated from the Identity & Brand Budget to deliver the *Annual Major Competition* in 2023, including the prize and all marketing and promotion associated with the competition.
-

Cr Callisto moved:

1. *That the report be received and noted.*
2. *That \$5,000 be allocated from the Sponsorship Budget to sponsor Art on Parade 2023, be endorsed.*
3. *That up to \$50,000 is allocated from the Identity & Brand Budget to deliver the Annual Major Competition in 2023, including the prize and all marketing and promotion associated with the competition.*

Seconded by Cr Robinson and carried unanimously.

5.2 PRECINCT ACTIVATION DURING THE AFL GATHER ROUND – APRIL 2023

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA104346
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Norwood Parade Precinct Committee, with information regarding the 2023 AFL Gather Round.

BACKGROUND

In late 2022, the AFL announced that it would be adding an additional round to the 2023 football season. This additional round is Round 5 in the official AFL 2023 fixture, which is known as the 'Gather Round'. This round of AFL Football will feature all eighteen (18) teams playing all nine (9) games in South Australia. The nine (9) games will be played at three (3) locations - six (6) games at Adelaide Oval, two (2) games at Norwood Oval on The Parade, and one (1) game in Mount Barker. This round will begin on Thursday, 13 April 2023 and conclude on Sunday, 16 April 2023.

The two (2) games that are scheduled to be played at the Norwood Oval will take place on Friday, 14 April 2023, which will feature Fremantle and Gold Coast commencing at 4.40pm and Sunday, 16 April 2023, which will feature Greater Western Sydney and Hawthorn commencing at 2.50pm. The Sunday afternoon game is likely to be broadcast nationally on free to air TV via the AFL's broadcast partner, Seven. The Friday game will be broadcast on subscription services (i.e. Kayo and Foxtel).

The South Australian Government has invested significantly to secure the inaugural AFL Gather Round. While the majority of the games will be played at Adelaide Oval, the two (2) games being played at Norwood Oval, has created a huge opportunity for the Council together with the Norwood Parade Precinct businesses to showcase what The Parade and more broadly, what the City of Norwood Payneham & St Peters has to offer.

The AFL will contribute to some activation in the Memorial Gardens located directly adjacent to the Norwood Oval and the Council has also been asked to put forward initiatives to activate The Parade.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant Strategies and Actions of the Council's *2021-2026 Economic Development Strategy* are provided below.

- Strategy 2.2** *Support the City's vibrant mainstreet precincts.*
Action 2.2.1 *Continue to develop and implement precinct marketing campaigns for the City's key precincts including Kent Town, Payneham Road, Magill Road and The Parade, and the Glynde and Stepney suburbs.*
- Strategy 2.3** *Facilitate the activation of key spaces and precincts in the City.*
Action 2.2.3 *Assist businesses to leverage the City of Norwood Payneham & St Peters, City of Adelaide and State Government event calendars.*

The relevant Strategies and Actions of the *2022-2023 Norwood Parade Precinct Annual Business Plan* are provided below.

- Strategy 1** *Events & Activations*
Action 1.1 *Support the Council's current major events held on The Parade including; Tour Down Under, Norwood Christmas Pageant and an annual fashion event and investigate options to host similar smaller events and activations throughout the year.*

Strategy 2 *Marketing & Communication*

Action 2.3 Develop and implement advertising campaigns promoting The Parade across a wide variety of mediums to increase visitation from the wider Adelaide region.

Strategy 3 *Identity & Brand*

Action 3.1 *Provide targeted sponsorship to external events and activities aimed at increasing patronage to The Parade for the benefit of all businesses in the Precinct.*

Action 3.2 *Implement signage and street decorations to promote specific campaigns, events and activities associated with the Precinct, in particular during the Christmas period.*

FINANCIAL AND BUDGET IMPLICATIONS

There is no financial assistance being provided by the State Government or the AFL for any activation outside of Norwood Oval and the Norwood Memorial Gardens. As such, all costs associated with the marketing, promotion and activation of The Parade during the Gather Round, is the responsibility of the Council and the Norwood Parade Precinct Committee, should the Committee resolve to recommend to the Council an allocation of funds.

The *2022-2023 Norwood Parade Precinct Annual Business Plan* sets out the high-level strategies for expenditure of The Parade Separate Rate. Should the Committee choose to allocate funds from the *Norwood Parade Precinct Annual Business Plan*, for the marketing, promotion and activation of the Precinct as part of the Gather Round it is proposed that the funding come from the 'Events & Activations', 'Marketing & Communication' and 'Identity & Brand' Strategies, which best align with the event/activation.

DISCUSSION

AFL is Australia's most attended live sport and spectators and supporters are likely to travel from across Australia to watch their team play. Given that the teams that will play at the Norwood Oval are from Western Australia (Fremantle), Queensland (Gold Coast), New South Wales (Greater Western Sydney) and Victoria (Hawthorn), these states are likely to dominate the visitation numbers at the Norwood Oval games, together with the supporters of these teams who live within South Australia.

The capacity of Norwood Oval is between 10,000 and 12,500 and both AFL games are close to being, if not already, sold out.

At the time of writing this report, it is the Council's understanding, that the AFL will be installing temporary fencing around the Norwood Memorial Gardens and that this space will have exclusive use for those patrons who have purchased a ticket to attend the relevant games. This fenced area will contain food trucks, drink stands and activities, including but not limited to, a pop-up big screen showing the games. This will all be managed and funded by the AFL with no assistance from the Council.

A portion of Woods Street, from Beyer Street to The Parade, will be closed off to allow for player and administration arrival and departure, inclusive of broadcaster equipment set up. A portion of The Parade (still to be determined) will also be closed to ensure the safety of all ticket holders should something occur within Norwood Oval and an evacuation of the Oval be required.

Taking into consideration the information outlined above, it is recommended that a Precinct wide approach is the preferred method of capitalising on the increased visitation to The Parade Precinct. The aim of the Precinct wide approach is to encourage people to come for the game and then stay for the day and enjoy the experiences that The Parade offers.

The timing of the two (2) games creates a range of audiences, with the Friday afternoon game having more appeal for those wanting to stay and have dinner and a drink after the game, while the Sunday afternoon game is likely to have a family friendly focus, aimed at having people visit the Precinct both prior to the game to get lunch and explore the shops on offer, or alternatively remain after the game to have an early family dinner or a drink.

With this in mind, the Council is currently investigating what businesses may already be planning to do as part of Gather Round and whether assistance (financial etc) from the Council may be valued to deliver potential activations and offerings. Examples of what businesses may choose to do are:

- live music before or after games;
- get a partial road closure in order to allow their dining and entertainment to spill out into the street; and/or
- have a weekend long offer that is footy related (i.e. discount for the two (2) hours prior to a game starting etc).

All of these initiatives would contribute to a unique atmosphere within the Precinct during this period. What financial assistance the Council may provide to a business to assist with any activation or offering, is still being determined.

Council Staff have met with the hotels located within the Precinct to better understand their potential offerings and whether or not they are looking to get involved. As part of the next stage, Council staff will seek to meet with any business which expresses an interest in offering something as part of the Gather Round event.

The Council will be undertaking marketing, promotion and activation of The Parade Precinct during the Gather Round. The details of these items are still in the process of being finalised. The Committee should also consider whether it wishes to contribute towards the marketing and promotion (including an update of the on-street banners) of the Precinct during the AFL Gather Round. The Norwood Parade Precinct Committee does have budget available to use for these purposes, should it choose to do so, with the relevant Strategies and remaining funds outlined in **Attachment A**.

As the information associated with this event is evolving weekly, more up-to-date details will be provided to the Committee at its meeting.

OPTIONS

The Norwood Parade Precinct Committee has a number of options available to it with regards to a financial contribution to assist with marketing, promoting and activating The Parade Precinct as part of the AFL Gather Round. The options available to the Committee are outlined below.

Option 1

The Norwood Parade Precinct Committee can choose to allocate \$10,000 from a combination of the 'Events & Activations', 'Marketing & Communication' and 'Identity & Brand' Strategies in the *2022-2023 Norwood Parade Precinct Annual Business Plan* to assist with general marketing, promotion and activation of The Parade Precinct, as well as to assist businesses with conducting their own activations and offerings, as part of the 2023 AFL Gather Round.

This option is the **recommended** option.

Option 2

Alternatively, the Norwood Parade Precinct Committee can choose to allocate a different amount, or resolve not to allocate a budget at all to assist with the marketing, promotion and activation of The Parade Precinct as part of the 2023 AFL Gather Round. If the Committee was to make this decision, it would be considered a missed opportunity as The Parade will, for one weekend, be elevated onto the national stage. Every opportunity to capitalise on this and promote The Parade during the AFL Gather Round will deliver long term benefits for the Precinct.

This option is **not recommended**.

CONCLUSION

The AFL's inaugural Gather Round, which will feature all nine (9) games and eighteen (18) teams playing in South Australia in April, will result in an increase in visitation. The decision by the State Government and the AFL to play two (2) games at the Norwood Oval is a significant "win" for both the City and The Parade Precinct. Given that this opportunity has now been presented, the Parade Precinct is well placed to market and promote itself on the national stage, as well as create a unique precinct atmosphere which encourages and takes advantage of greater visitation and expenditure.

COMMENTS

As the premier mainstreet in Adelaide, the opportunity to host two (2) of the 2023 AFL Gather Round games at Norwood Oval is a great opportunity for the City of Norwood Payneham & St Peters to showcase the Parade to visitors as well as the local community.

RECOMMENDATION

That \$10,000 from a combination of the 'Events & Activations', 'Marketing & Communication' and 'Identity & Brand' Strategies in the 2022-2023 Norwood Parade Precinct Annual Business Plan be allocated to assist with general marketing, promotion and activation of The Parade Precinct as part of the 2023 AFL Gather Round.

Cr Robinson moved:

That up to \$15,000 from a combination of the 'Events & Activations', 'Marketing & Communication', 'Identity & Brand' Strategies in the 2022-2023 Norwood Parade Precinct Annual Business Plan be allocated to assist with the competition, general marketing, promotion and activation of The Parade Precinct as part of the 2023 AFL Gather Round.

Seconded by Cr Callisto and carried unanimously.

Ms Brigitte Zonta left the meeting at 8.16pm and did not return.

Mr Tom McClure left the meeting at 8.18pm.

Mr Tom McClure returned to the meeting at 8.20pm.

5.3 DEVELOPMENT OF THE DRAFT 2023-2024 NORWOOD PARADE PRECINCT ANNUAL BUSINESS PLAN

REPORT AUTHOR: Economic Development Coordinator
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4616
FILE REFERENCE: qA104342
ATTACHMENTS: A

PURPOSE OF REPORT

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

BACKGROUND

Pursuant to the Committee's Terms of Reference, which have been set by the Council, The Norwood Parade Precinct Committee is required to prepare an Annual Business Plan prior to each financial year, to guide its programs and initiatives for the ensuing financial year and to assist in determining the funding requirements for consideration and approval by the Council.

The purpose of this report is to present to the Committee, the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, for consideration and endorsement. Following the Committee's endorsement of the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, the document will be presented to the Council for endorsement and approval as being suitable for consultation with The Parade Precinct business community.

FINANCIAL AND BUDGET IMPLICATIONS

The budget which has been allocated in the Draft Annual Business Plan for the 2023-2024 financial year is \$215,000. This is the same amount that was collected in 2022-2023 to deliver the 2022-2023 Annual Business Plan and the amount that the Council set as the Separate Rate revenue for 2023-2024, when it endorsed the Separate Rate for The Parade Precinct in June 2021.

At the conclusion of the 2022-2023 financial year, the Committee and the Council will be provided with a report outlining any carry forward funds and will be provided the opportunity to allocate these funds into the 2023-2024 Annual Business Plan.

RESOURCE ISSUES

The implementation of the *2023-2024 Norwood Parade Precinct Annual Business Plan* will be undertaken by Council staff and managed by the Manager, Economic Development & Strategy. Input and involvement from other Council staff and/or external contractors will be sought as required.

CONSULTATION

Once the Draft 2023-2024 Annual Business Plan is endorsed by the Committee, the draft document will be presented to the Council for its endorsement, prior to being released for consultation with The Parade Precinct business community for a period of twenty-one (21) days.

DISCUSSION

The Vision for The Parade is:

To maintain the status of Adelaide's premier mainstreet as a vibrant destination where residents and visitors can experience and enjoy a place to dine, shop, play and do business.

Based on the Vision, staff have identified the following four (4) Objectives, which form the basis of the Draft 2023-2024 Annual Business Plan:

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

To achieve these Objectives, it is recommended that the proposed Strategies and Deliverables be grouped into the following five (5) categories, all of which have been developed with the aim of meeting the four (4) Objectives outlined above:

- **Events & Placemaking**
Develop, deliver and support meaningful experiences that create remarkable memories on The Parade.
- **Marketing & Communications**
Backed by research and analytics, implement a range of marketing campaigns and communication strategies that promote the strengths of The Parade to target markets.
- **Identity & Brand**
Ensure The Parade, Norwood remains Adelaide's premier mainstreet through delivering initiatives that create connections, improve loyalty and drive brand awareness and visitation.
- **Business Support & Development**
Create a conducive business environment where people are able to flourish through education, training and networking.
- **Administration**
Ensure the ongoing and effective administration of the Committee.

A copy of the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan*, which sets out the Objectives, Strategies and Deliverables and associated funding under each of the above categories, is contained in **Attachment A**.

It should be noted that the details regarding the range of projects and initiatives that are proposed under each of these categories, will be presented to the Committee throughout the 2023-2024 financial year. The intent is not to include the specific projects and initiatives in the Annual Business Plan to allow flexibility and to respond to changing environments.

OPTIONS

The Committee can endorse the recommended Objectives, Strategies and Deliverables and associated funding presented in the *Draft 2023-2024 Norwood Parade Precinct Annual Business Plan* as being suitable. Alternatively, the Committee can amend, omit or propose new Objectives, Strategies, initiatives or programs for inclusion in the draft Annual Business Plan.

CONCLUSION

The Parade business community wants to see initiatives and programs planned by the Norwood Parade Precinct Committee that create tangible outcomes and an increase in the number of visitors to The Parade. As such it is important that the Strategies and Deliverables are measurable so that the results are able to be communicated.

COMMENTS

Nil.

RECOMMENDATION

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

Mr Mario Boscaini moved:

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

Seconded by Cr Robinson and carried unanimously.

5.4 THE PARADE PRECINCT OCCUPANCY LEVELS ANNUAL ASSESSMENT 2022

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

PURPOSE OF REPORT

The purpose of this report is to provide the *Norwood Parade Precinct Committee* with the annual assessment of the occupancy levels within The Parade Precinct.

BACKGROUND

As part of The Parade Precinct Occupancy Levels report which was presented to the *Norwood Parade Precinct Committee* in November 2019, it was advised that an assessment of The Parade Precinct's occupancy rates will be conducted annually and that the findings will be presented to the Committee, the Council's *Business & Economic Development Advisory Committee* and the Council. In accordance with this recommendation, an annual assessment of The Parade's occupancy and vacancy rates is undertaken annually, with the most recent occurring in September 2022.

The initial assessment which was undertaken in 2019, was in response to a report published by JLL Australia, on vacancy levels of Adelaide's "high streets" (main streets). The "high streets" assessed by JLL Australia as part of that report and all of the subsequent reports prepared by JLL Australia include:

- The Parade, Norwood;
- Prospect Road, Prospect;
- Hindley Street, Adelaide;
- Rundle Street, Adelaide;
- King William Road, Goodwood;
- O'Connell Street, North Adelaide; and
- Jetty Road, Glenelg.

The latest report from JLL Australia is the *3Q22 Adelaide Retail High Street Overview*, a copy of which is contained in **Attachment A**. It is important to note that JLL Australia define The Parade (for the scope of their measurement) as being all ground floor tenancies directly fronting The Parade between Osmond Terrace and Portrush Road. It was due to this restricted scope that the Council decided to undertake its own assessment, which is inclusive of the entire Precinct, as defined by the Council in its Terms of Reference for the Norwood Parade Precinct Committee. A map showing the extent of the precinct is contained in **Attachment B**.

The JLL Australia report and Table 1 below, show that the majority of Adelaide's retail "high streets" are experiencing steady changes to occupancy levels, with the only percentage change over 3% occurring on O'Connell Street in North Adelaide, which was a positive change for that street. Outside of this, The Parade and Jetty Road are the only "high streets" to experience a decline in occupancy (1.4% and 0.9% respectively), however as the report indicates, the change in the occupancy rate along The Parade, is largely due to the sale of the property located at 231 The Parade resulting in three (3) tenancies being vacated.

In the JLL Australia report, The Parade continues to be recognised as the third best performing "high street" in respect to tenancy occupancy behind Prospect Road (95.9%) and King William Road (94.5%). The Parade is the second best performing high street after the 1Q22 report was released, however as a result of a 1.6% increase in occupancy on King William Road, The Parade has moved to third place, the same position it held 12 months earlier (the 3Q21 report). On a positive note, The Parade continues to have an occupancy rate above that of the 'Blended Average' of all high streets which sits at 92%.

TABLE 1: RETAIL HIGH STREETS OCCUPANCY LEVELS – JLL AUSTRALIA

Street	Occupancy Rate 3Q21	Occupancy Rate 1Q22	Occupancy Rate 3Q22	Change (3Q21-3Q22)
Prospect Road, Prospect	97%	95.5%	95.9%	-1.1%
Hindley Street, Adelaide	82.7%	84.8%	87.3%	+4.6%
Rundle Street, Adelaide	86.3%	90.5%	92.7%	+6.4%
King William Road, Goodwood	92.1%	92.9%	94.5%	+2.4%
O'Connell Street, North Adelaide	87.5%	88.5%	91.7%	+4.2%
Jetty Road, Glenelg	95.3%	91.2%	90.3%	-5.0%
The Parade, Norwood	93.6%	95.4%	94%	+0.4%

In September 2022, Council staff undertook an assessment of The Parade Precinct (as defined in the *Norwood Parade Precinct Committee Terms of Reference*) occupancy levels to understand the health of the Precinct during the past 12 months and to compare the research with the findings in the latest JLL Australia report.

DISCUSSION

For the purpose of this report, occupancy levels are defined as a percentage of all available commercial properties (residential properties are not included) that are currently being actively utilised by a business. In retail precincts such as The Parade, the occupancy level is usually calculated on the commercial tenancies located on the ground floor predominately comprising of retail and commercial uses. However, given the small number of aboveground floor tenancies along The Parade, these have been included in the assessment. Generally, the occupancy level measures the health of the local property market by representing the level of activity and demand for property.

The assessment which has been undertaken by Council staff was conducted on Tuesday, 13 September 2022 and encompasses the entire Parade Precinct, which extends from Fullarton Road to Portrush Road. It should be noted that the details from the assessment are correct as at that date and any changes that have occurred within the Precinct since that date are not included.

It should also be noted that in undertaking the assessment, Council staff made the following assumptions:

- tenancies classified as being vacant are those that:
 - have signage indicating that the premises or part of the premises was for lease;
 - tenancies that have a 'Leased' sign and were still vacant and the Council was not aware of a new business preparing to occupy the space; and
 - tenancies that did not have signage but were empty and the Council was not yet aware of any new business preparing to occupy the space.
- there were three (3) tenancies where it was unclear whether the premises were occupied or whether they were vacant and for this reason, these tenancies were excluded from the assessment and do not form part of the occupancy figures.

The research conducted by Council staff found the following:

- there is currently a total of 373 tenancies within The Parade Precinct;
- 345 tenancies were occupied by a business;
- there were twenty-eight (28) vacant tenancies (9 more than at the same time in 2021) within The Parade Precinct, which equates to an occupancy level of 92.5% (down from 94.84% in 2021);
- eleven (11) vacant tenancies are located on the northern side of The Parade (same as 2021) and the northern side has an occupancy level of 94.4% (184 out of 195 tenancies); and
- seventeen (17) vacant tenancies are located on the southern side of The Parade (9 more than at the same time in 2021) and the southern side has an occupancy level of 90.4% (161 out of 178 tenancies).

In an attempt to build on the data that is collected, staff have also commenced monitoring the tenancy mix within The Parade Precinct, as it is important to understand the diversity of businesses, as well as any trends that are becoming apparent. Too many of a particular type of business can impact on the Precinct's attractiveness as a destination. In contrast, the establishment of some types of business clusters can also create competition, which is a positive outcome for visitors. Table 2 below, showcases the tenancy mix within the Precinct:

TABLE 2: TENANCY MIX OF THE PARADE PRECINCT – 2022

Sector	Number	Percentage (%)
Retail	101	29.3%
Dining & Entertainment	70	20.3%
Professional	65	18.8%
Medical, Health & Wellbeing	55	16.2%
Hair/Beauty	35	10.1%
Training/Employment	9	2.6%
Community	5	1.4%
N/A (i.e. Leased signage but no business yet)	5	1.4%

Table 3 below, further segregates the 'Retail' and 'Professional' sectors into sub-sectors to enable a deeper understanding. Retail is segregated into 'Product', which is inclusive of businesses that specialise in homewares, furniture, grocery stores, toys etc and 'Clothing'. The Professional sector is segregated into three (3) categories 'Technical' which includes, architects, graphic design, IT, marketing agencies etc, 'Financial', which includes accountants, banks, brokers etc, and 'Real Estate'.

TABLE 3: RETAIL AND PROFESSIONAL SECTOR BREAKDOWN

Sector Breakdown	Number	Percentage (%)
Retail – Product	66	65.3%
Retail – Clothing	35	34.7%
Professional – Technical	35	53.8%
Professional – Financial	24	36.9%
Professional – Real Estate	6	9.2%

As illustrated by the data contained in Table 3, The Parade has a great diversity in its tenancy mix, and whilst 'Retail' is the dominant sector, when it is broken down further, there is a good spread between 'Retail – Product' and 'Retail – Clothing'. Given that this is the first-time that the tenancy mix has been assessed in detail, an analysis of the trends has not been possible. However, it will be very interesting to monitor how this may potentially change over the next twelve (12) months, particularly given the increase in interest rates and the general perception that the Precinct is increasing its offering in the areas of 'Dining & Entertainment' and 'Hair/Beauty', which reflect the highest and best use (i.e. higher rents) at this point in time. The more data that is collected over time, the greater the analysis and determinations that can be made, which will help to identify what level of intervention could potentially be implemented by the Council to sustain the Precinct.

There are many contributing factors associated with why The Parade has been able to sustain its vitality and vibrancy over the years, unlike many of the other main streets across Australia, which have seen a decline, or at the very least, fluctuations in their vacancy rates over time. Of all the contributing factors, the diversity of The Parade's offering is probably the single most important factor. It is therefore critical that the balance between the various uses be retained.

The changes experienced within the Precinct, include the introduction of a number of new businesses as well as a number of relocated businesses. The new and relocated businesses to date have contributed to the strong business mix within the Precinct, adding to the resilience of The Parade Precinct. The new and relocated businesses include:

- **Adelaide Reproductive Health Centre** (located at 1 The Parade);
- **Bartel & Hall Lawyers & Conveyancers (with Nicholls Gervasi Lawyers)** (located at 8 The Parade);
- **London Skin Clinic** (located at 15 The Parade);
- **Foliage Coffee/Prasad's Home & Garden** (located at 54 The Parade);
- **Northern Interests** (located at 62 The Parade);
- **My Money House** (located at Level 1/49 The Parade);
- **ORTC Clothing Co.** (located at 66 The Parade);
- **Mayhem Collectables** (located at 92 The Parade);
- **Prana Healing** (located at 106 The Parade);
- **Africola Canteen** (located at 1/89 The Parade);
- **Strength Lab** (located at 3/89 The Parade);
- **Men's Hairdresser** (relocated to 117 The Parade);
- **Koyla** (located at 121A The Parade);
- **Knightsman Bespoke Tailors** (located at 134A The Parade);
- **Share + Care Services** (located at 136 The Parade);
- **Tranquil Beauty** (relocated to 5/136 The Parade);
- **Bailey Nelson** (located at 152 The Parade);
- **National Pharmacies Optical** (relocated to 158 The Parade);
- **Gallery LeNuancier** (located at 166c The Parade);
- **Lovisa** (located at 161 The Parade);
- **Sanare Wellness** (located at 43 George Street); and
- **House of Health Collective** (located at 49 George Street).

Some of the businesses that have left The Parade Precinct since the previous assessment include:

- **Soal Sister** (moved to a fully online model);
- **Cono** (closed completely);
- **Di Nino** (moved to Kensington Road, Norwood);
- **Properte** (closed completely);
- **Tollis & Co Lawyers** (moved to Mile End);
- **Paul's** (closed completely);
- **MIMCO** (closed Norwood store);
- **Ford Dry Cleaners** (closed completely);
- **Norwood Shoe Repairs** (closed completely and now operating as a home-based business);
- **Lukoumades** (closed Norwood store);
- **Vaporama** (closed completely);
- **Ricardo Di Fabio** (closed completely);
- **Yours + Mine** (closed completely);
- **Chinese Massage** (closed completely);
- **Eve Dry Cleaners** (closed completely);
- **Catania** (closed completely);
- **Eccola** (moved to King William Street, Kent Town);
- **Empress** (moved to Osmond Terrace, Norwood);
- **Norwood Auto Parts** (closed completely);
- **Tell Henry** (moved to Rundle Street, Kent Town);
- **Panacea Pilates** (moved to Magill Road, Norwood);
- **Purity Massage** (closed completely); and
- **Hoppen Homes** (moved to Fullarton).

One of the key changes from the previous assessments is that the southern side of the Precinct now has more vacant tenancies, with an occupancy level of 90.4%, in comparison to the northern side, which currently has an occupancy level of 94.4%. This is largely due to the change in the tenancies located between Osmond Terrace and Church Avenue, which have been vacated as a result of the new development which has been approved for this site. There are seven (7) vacant tenancies within this section of the Precinct. These vacancies, together with the vacancies at the former Beaurepaires/Tell Henry site and at the former Cono and Soal Sister sites, have resulted in a significant change to the appearance of the southern side of The Parade.

On the northern side, the property at 231 The Parade has recently been listed for sale and as a result has lost its three (3) previous tenants (Di Nino, Properte and Nicholls Gervasi Lawyers). The remainder of vacant tenancies on the northern side of the Precinct are scattered, with no obvious concentration in any particular section of The Parade.

The next assessment, which is scheduled to be undertaken in late 2023, will include all of the new tenancies that will form part of the COMO development. Discussions with the developer have indicated that the majority of these tenancies have been filled.

A more in-depth analysis of the spread of vacant tenancies can be achieved through segregating the Precinct into three (3) sections. The results are as follow:

- The Parade between Fullarton Road and Osmond Terrace = 91.3% (116 out of 127)
- The Parade between Osmond Terrace and George Street = 93.5% (130 out of 139)
- The Parade between George Street and Portrush Road = 92.5% (99 out of 107)

A snapshot of the information that has been discussed in this report is contained in **Attachment B**, the *Norwood Parade Precinct Occupancy Report 2022*. In order to maintain The Parade's vibrancy as Adelaide's Premier Mainstreet, and to continue to showcase The Parade's offering, the *Norwood Parade Precinct Occupancy Report*, contained in **Attachment B**, will be made available as a digital publication on both the Council's website and on The Parade's website.

In addition, staff are currently in the process of finalising a City-wide Occupancy Report, which will provide more detail on the importance of occupancy, tenancy mix, and turnover. The *Norwood Parade Precinct Occupancy Report* (contained in **Attachment B**), will form part of the City-wide publication. The intent is that this publication will be produced annually and will eventually include all major precincts within the City.

OPTIONS

Not Applicable.

CONCLUSION

The results of these investigations reflect the significant investment that both the Council and the Norwood Parade Precinct Committee have continued to make in supporting The Parade Precinct. Marketing and promotion of the mainstreet, competitions, events and activations have all been undertaken to benefit businesses within the Precinct and encourage new businesses to the Precinct to fill vacant tenancies.

Given the importance of monitoring the occupancy levels within The Parade Precinct, Council Staff will continue to conduct annual occupancy assessments and provide written reports to the *Norwood Parade Precinct Committee*, as well as the Council's *Business & Economic Development Advisory Committee* and the Council to ensure a healthy and vibrant Precinct is maintained.

COMMENTS

Whilst it is acknowledged that a high occupancy level is a positive representation of the health of the Precinct, research has shown that when occupancy levels go above 95%, the rental market is considered to be in a good state and landlords consequently tend to increase rents, which in turn can have a negative impact on tenancy mix. It also means that landlords can afford to be selective about the type of tenants that they place in the individual properties. Therefore, maintaining an occupancy level of between 91% - 95% appears to be the optimal level for a successful precinct.

RECOMMENDATION

That the report be received and noted.

Cr McFarlane moved:

That the report be received and noted.

Seconded by Cr Robinson and carried unanimously.

5.5 2023 SCHEDULE OF MEETINGS FOR THE NORWOOD PARADE PRECINCT COMMITTEE

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

PURPOSE OF REPORT

The purpose of this report is to advise the Norwood Parade Precinct Committee of the proposed Schedule of Meetings for 2023.

BACKGROUND

In respect to meetings, the Committee's Terms of Reference state that:

- 6.2 *The Committee shall meet at the Council's Principal Office, the Norwood Town Hall, 175 The Parade, Norwood, or as determined by the Chief Executive Officer.*
- 6.3 *The Committee shall meet a minimum of four (4) times in every calendar year.*

The purpose of this report is to present the proposed Schedule of Meetings for the 2023 calendar year to the Committee for its consideration and approval.

DISCUSSION

In accordance with the Terms of Reference, the Chief Executive Officer has determined that all of the Committee Meetings will be held in the Mayor's Parlour, located in the Norwood Town Hall at 175 The Parade, Norwood.

In respect to the time and date of the meetings, it is recommended that all of the meetings of the Committee in 2023 commence at 6.15pm on a Tuesday night and that the remainder of the 2023 meetings be held on the dates outlined in **Table 1** below. It is recommended that the Schedule of Meetings outlined in **Table 1** below, be approved by the Committee.

TABLE 1: NORWOOD PARADE PRECINCT COMMITTEE SCHEDULE OF MEETINGS 2023

Meeting	Date	Start Time
2	Tuesday 16 May 2023	6.15pm
3	Tuesday 1 August 2023	6.15pm
4	Tuesday 24 October 2023	6.15pm

RECOMMENDATION

That the Norwood Parade Precinct Committee's Schedule of Meetings for 2023, as set out below, be approved:

NORWOOD PARADE PRECINCT COMMITTEE SCHEDULE OF MEETINGS 2023

Meeting	Date	Start Time
2	Tuesday 16 May 2023	6.15pm
3	Tuesday 1 August 2023	6.15pm
4	Tuesday 24 October 2023	6.15pm

Cr Robinson moved:

That the Norwood Parade Precinct Committee's Schedule of Meetings for 2023, as set out below, be approved:

NORWOOD PARADE PRECINCT COMMITTEE SCHEDULE OF MEETINGS 2023

Meeting	Date	Start Time
2	Tuesday 16 May 2023	6.30pm
3	Tuesday 1 August 2023	6.30pm
4	Tuesday 24 October 2023	6.30pm

Seconded by Mr Mario Boscaini and carried unanimously.

6. **OTHER BUSINESS**
Nil

7. **NEXT MEETING**
Tuesday 16 May 2023

8. **CLOSURE**
There being no further business, the Presiding Member declared the meeting closed at 8.29pm.

Mayor Robert Bria
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

13. OTHER BUSINESS
(Of an urgent nature only)

14. CONFIDENTIAL REPORTS

14.1 COUNCIL RELATED MATTER

RECOMMENDATION 1

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

- (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 consideration of the information confidential.

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, minutes and discussion to be kept confidential until such time that the Council enters into a new Lease Agreement at the premises.

14.2 COUNCIL RELATED MATTER

RECOMMENDATION 1

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

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on the balance, be contrary to the public interest;

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

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, minutes and discussion to be kept confidential until such time that the notice is published in The Advertiser.

15. CLOSURE