

# Council Meeting Minutes

**4 September 2023**

## **Our Vision**

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

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

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City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Council Chambers, Norwood Town Hall

**HOUR** 7.00pm

**PRESENT**

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

**Staff** Mario Barone (Chief Executive Officer)  
Lisa Mara (General Manager, Governance & Civic Affairs)  
Natalia Axenova (Chief Financial Officer)  
Teri Hopkins (Manager, Governance & Legal)  
Simonne Whitlock (Manager, Communications & Community Relations)  
Navian Iseut (Manager, Arts, Culture & Community Connections)  
Geoff Parsons (Manager, Development Assessment)  
Naomi Doolette (Sustainability Officer)  
Stephanie Sribar-Bills (Co-ordinator, Youth Programs)  
Lucinda Knight (Executive Assistant, Chief Executive's Office)  
Tina Zullo (Administration Assistant, Governance & Civic Affairs)

**APOLOGIES** Cr Kevin Duke, Cr Connie Granzio

**ABSENT** Nil

**1. KAURNA ACKNOWLEDGEMENT**

**2. OPENING PRAYER**

The Opening Prayer was read by Cr John Callisto.

**3. CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 28 AUGUST 2023**

*Cr Callisto moved that the minutes of the Special Council meeting held on 28 August 2023 be taken as read and confirmed. Seconded by Cr Knoblauch and carried unanimously.*

**4. MAYOR'S COMMUNICATION**

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Monday, 7 August	<ul style="list-style-type: none"><li>Presided over a Council meeting, Council Chamber, Norwood Town Hall.</li></ul>
Tuesday, 8 August	<ul style="list-style-type: none"><li>Attended the 'Raising the Bar' event, Alma Hotel, Norwood.</li></ul>
Thursday, 10 August	<ul style="list-style-type: none"><li>Attended a meeting with the Chief Executive Officer; General Manager, Urban Planning &amp; Environment and representatives of United Communities, Mayor's Office, Norwood Town Hall.</li></ul>

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Saturday, 12 August	<ul style="list-style-type: none"><li>• Attended the pre-match function followed by the Norwood versus South Adelaide football match, Norwood Oval.</li></ul>
Sunday, 13 August	<ul style="list-style-type: none"><li>• Attended the Vietnam Veterans Day commemoration service, Payneham RSL, Payneham.</li></ul>
Monday, 14 August	<ul style="list-style-type: none"><li>• Attended a meeting with the General Manager, Governance &amp; Civic Affairs and Events staff, Mayor's Office, Norwood Town Hall.</li></ul>
Saturday, 19 August	<ul style="list-style-type: none"><li>• Attended the pre-match function followed by the Adelaide versus Sydney AFL football match, Adelaide Oval.</li></ul>
Monday, 21 August	<ul style="list-style-type: none"><li>• Presided over a Citizenship Ceremony, Norwood Concert Hall.</li></ul>
Tuesday, 22 August	<ul style="list-style-type: none"><li>• Attended a meeting with Mr Allan Morrison, Chief Executive Officer, Burnside Memorial Hospital, Burnside Memorial Hospital, Toorak Gardens.</li></ul>
Thursday, 24 August	<ul style="list-style-type: none"><li>• Attended a meeting with management team of GP Care, Norwood Mall, Norwood.</li></ul>
Thursday, 24 August	<ul style="list-style-type: none"><li>• Attended a meeting with the management team at Kieser, Norwood Mall, Norwood.</li></ul>
Monday, 28 August	<ul style="list-style-type: none"><li>• Attended a meeting with the General Manager, Governance &amp; Civic Affairs; Manager, Arts, Culture &amp; Community Connections and Events staff, Mayor's Office, Norwood Town Hall.</li></ul>
Monday, 28 August	<ul style="list-style-type: none"><li>• Presided over a Special Council meeting, Council Chamber, Norwood Town Hall.</li></ul>
Thursday, 31 August	<ul style="list-style-type: none"><li>• Attended a meeting with a resident, Mayor's Office, Norwood Town Hall.</li></ul>
Monday, 4 September	<ul style="list-style-type: none"><li>• Attended a meeting with the General Manager, Governance &amp; Civic Affairs and Manager, Communications &amp; Community Relations, Mayor's Office, Norwood Town Hall.</li></ul>

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**5. DELEGATES COMMUNICATION**

- Cr Callisto advised that on Saturday 26 August 2023, he attended on behalf of Mayor Bria, the President's Pre-Match Lunch before the Norwood vs Adelaide football match, Norwood Oval.

Cr Callisto also advised that on Wednesday 30 August 2023, he attended on behalf of Mayor Bria, the Marryatville High School production of Marryatville in Concert, Adelaide Town Hall Function Centre, King William Street, Adelaide.

- Cr Whittington advised that on Wednesday 30 August 2023, she and Cr Moorhouse attended the Eastern Health Authority Board meeting.

**6. QUESTIONS WITHOUT NOTICE**

Nil

**7. QUESTIONS WITH NOTICE**

Nil

**8. DEPUTATIONS**

Nil

**9. PETITIONS**

Nil

**10. WRITTEN NOTICES OF MOTION**

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

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

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

**NOTICE OF MOTION**

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

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

**REASONS IN SUPPORT OF MOTION**

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

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

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

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

**STAFF COMMENT**

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

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

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*Cr Piggott moved:*

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

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

*Seconded by Cr Whittington and carried unanimously.*

**11. STAFF REPORTS**



## **Section 1 – Strategy & Policy**

### **Reports**

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

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

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### PURPOSE OF REPORT

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

### BACKGROUND

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

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

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

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

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

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

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

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

#### City Plan 2030: Shaping Our Future

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

#### Outcome 1: Social Equity

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

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

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

Objective 1.3: An engaged and participating community.

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

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

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

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

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

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

Strategy 1.4.2: Encourage and provide opportunities for lifelong learning.

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

## **Outcome 2: Cultural Vitality**

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

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

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

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

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

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

Strategy 2.3.3: Promote the value of heritage protection.

Objective 2.5: Dynamic community life in public spaces & precincts

## **Outcome 3: Economic Prosperity**

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

Strategy 3.2.3: Promote the City as a visitor destination.

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

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

## **Outcome 4: Environmental Sustainability**

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

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

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

Strategy 4.4.3: Support climate change adaptation and community education.

## **FINANCIAL AND BUDGET IMPLICATIONS**

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

## **EXTERNAL ECONOMIC IMPLICATIONS**

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

## **SOCIAL ISSUES**

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

## **CULTURAL ISSUES**

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

## ENVIRONMENTAL ISSUES

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

## RESOURCE ISSUES

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

## RISK MANAGEMENT

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

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

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

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

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

4	Low participation rates in programs and initiatives outlined in the Plan	Service/ Programs	Medium 19	Form project planning groups for new initiatives, where appropriate, to ensure planning and implementation is co-designed with young people.	Service/ Programs	Low 21
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The potential risks highlight the importance of exploring and finding avenues to engage and involve young people throughout all stages of project development and delivery and that building mutually respectful relationships are essential to the success of any project, program, activity or initiative. These do not have to be formal, structured processes, rather, provide a range of informal opportunities for young people to contribute, based on topics of interest or hobbies, and recognise that different young people are interested in becoming involved in different ways, there is no 'one size fits all' approach.

## CONSULTATION

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

**TABLE 2: STAGE 1 COMMUNITY ENGAGEMENT TECHNIQUES AND PROMOTIONS**

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

- **Staff**

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

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

- **Other Agencies**

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

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

## DISCUSSION

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

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

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

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

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

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

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

In light of these findings, the Plan strives to:

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

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

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

#### Stage 2: Public consultation on the draft Plan

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

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

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

## OPTIONS

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

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

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

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

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

## CONCLUSION

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

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

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

## COMMENTS

Not Applicable.

## RECOMMENDATION

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

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

*Seconded by Cr Whittington and carried unanimously.*

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

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

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

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### PURPOSE OF REPORT

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

### BACKGROUND

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

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

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

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

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant sections of the 'CityPlan 2030' are:

#### **Outcome 3: Economic Prosperity**

*A dynamic and thriving centre for business and services*

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

#### **Outcome 4: Environmental Sustainability**

*A leader in environmental sustainability*

**Objective:** 4.1: *Sustainable and efficient management of Resources.*

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

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

Strategy 4.4.1: Lead initiatives to reduce the City's ecological footprint and carbon emissions.

### FINANCIAL AND BUDGET IMPLICATIONS

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

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

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

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

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

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

## **EXTERNAL ECONOMIC IMPLICATIONS**

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

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

## **SOCIAL ISSUES**

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

## **CULTURAL ISSUES**

Nil.

## ENVIRONMENTAL ISSUES

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

## RESOURCE ISSUES

Nil.

## RISK MANAGEMENT

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

## CONSULTATION

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

## DISCUSSION

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

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

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

The draft submission addresses the following key areas:

### **Response to REDcycle's Soft Plastic Processing Challenge**

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

### **Re-establishing Collection Points and Soft Plastics Recycling**

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

### **Funding and Support for Recycling Initiatives**

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

### **Short and Long-Term Solutions for Soft Plastic Recycling**

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

### **Reducing Soft Plastic Waste Generation and Improving Waste Management**

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

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

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

## OPTIONS

### Option 1

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

### Option 2

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

## CONCLUSION

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

## COMMENTS

Nil.

## RECOMMENDATION

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

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*Cr Mex moved:*

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

*Seconded by Cr Moorhouse and carried unanimously.*

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



### 11.3 BUILDING FIRE SAFETY COMMITTEE ANNUAL REVIEW

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

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#### PURPOSE OF REPORT

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

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

#### BACKGROUND

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

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

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

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

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

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

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

## RELEVANT POLICIES & STRATEGIC DIRECTIONS

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

### **Outcome 2: Cultural Vitality**

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

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

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

## FINANCIAL AND BUDGET IMPLICATIONS

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

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

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

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

## SOCIAL ISSUES

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

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

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

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

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

## RISK MANAGEMENT

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

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

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

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

## CONSULTATION

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

## DISCUSSION

### Objects and Role of the Committee

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

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

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

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

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

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

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

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

**TABLE 1: TYPES OF BUILDINGS INSPECTED DURING 2022-2023**

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

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

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

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

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

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

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

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

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

### **Other Activities**

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

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

## OPTIONS

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

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

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

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

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

## CONCLUSION

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

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

## RECOMMENDATION

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

*Cr Piggott moved:*

1. *That the report on the activity of the Council's Building Fire Safety Committee during the period commencing September 2022 and ending September 2023, be received and noted.*
2. *That the following persons be appointed to the City of Norwood Payneham & St Peters Building Fire Safety Committee for a period from March 2024 to March 2027:*
  - *Mr Troy Olds as a Presiding Member of the Committee and a person with expertise in fire safety;*
  - *Mr Demetrius Poupoulas as a Member of the Committee;*
  - *A primary person nominated by the Chief Officer (CO) of the SAMFS;*
  - *An alternate person (proxy) nominated by the Chief Officer (CO) of SAMFS; and*
  - *Mr Mario Hlavati as a person with qualifications in Building Surveying.*
3. *That Clauses 2.2 and 2.3 in the Committee's Terms of Reference be updated to reflect the new term of appointment for the existing Committee Members, in accordance with part 2 of this recommendation.*

*Seconded by Cr Moorhouse and carried unanimously.*

Cr Sims left the meeting at 7.34pm.

## 12. ADOPTION OF COMMITTEE MINUTES

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

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### PURPOSE OF REPORT

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

- Traffic Management & Road Safety Committee – (15 August 2023)  
(A copy of the Minutes of the Traffic Management & Road Safety Committee meeting is contained within **Attachment A**)

### ADOPTION OF COMMITTEE MINUTES

- **Traffic Management & Road Safety Committee**

*Cr Knoblauch moved that the minutes of the meeting of the Traffic Management & Road Safety Committee held on 15 August 2023, be received and noted. Seconded by Cr Holfeld and carried unanimously.*



**13. OTHER BUSINESS**

Nil

Cr Sims returned to the meeting at 7.35pm.

**14. CONFIDENTIAL REPORTS**

## 14.1 COUNCIL RELATED MATTER

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### RECOMMENDATION 1

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

- (a) Information the disclosure of which would involve the unreasonable information concerning the personal affairs of any person;

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

### RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, minutes and discussion to be kept confidential for five (5) years.

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*Cr Knoblauch moved:*

*That pursuant to Section 90(2) and (3) of the Local Government Act 1999, the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Governance & Civic Affairs, General Manager, Infrastructure & Major Projects, Manager, Governance & Legal, Manager, Communications & Community Relations, Manager, Development Assessment, Executive Assistant, Chief Executive's Office and Administration Assistant, Governance & Civic Affairs], be excluded from the meeting on the basis that the Council will receive, discuss and consider:*

- (a) Information the disclosure of which would involve the unreasonable information concerning the personal affairs of any person;*

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

*Seconded by Cr Callisto and carried unanimously.*

*Cr Callisto moved:*

*Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, minutes and discussion to be kept confidential for five (5) years.*

*Seconded by Cr Clutterham and carried unanimously.*

**15. CLOSURE**

There being no further business, the Mayor declared the meeting closed at 8.04pm.

\_\_\_\_\_  
**Mayor Robert Bria**

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