

Council Meeting Agenda & Reports

4 December 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

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



City of
Norwood
Payneham
& St Peters

30 November 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 4 December 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
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**

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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 SPECIAL COUNCIL MEETING HELD ON
13 NOVEMBER 2023**
4. **MAYOR'S COMMUNICATION**
5. **DELEGATES COMMUNICATION**
6. **QUESTIONS WITHOUT NOTICE**
7. **QUESTIONS WITH NOTICE**
Nil
8. **DEPUTATIONS**

8.1 DEPUTATION – PERCIVAL STREET, NORWOOD

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA1041
ATTACHMENTS: Nil

SPEAKER/S

Ms Annmarie Prescott

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

COMMENTS

Ms Annmarie Prescott has written to the Council requesting that she be permitted to address the Council in relation to Percival Street, Norwood.

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

8.2 DEPUTATION – GEORGE STREET UPGRADE PROJECT

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA1041
ATTACHMENTS: Nil

SPEAKER/S

Mr Spero Tsapaliaris

ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Parkade Pty Ltd

COMMENTS

Mr Spero Tsapaliaris has written to the Council requesting that he be permitted to address the Council in relation to the George Street Upgrade Project.

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

9. PETITIONS
Nil

10. WRITTEN NOTICES OF MOTION
Nil

11. STAFF REPORTS

Section 1 – Strategy & Policy

Reports

11.1 CONSULTATION REPORT FOR 40KM/H SPEED LIMIT IN RESIDENTIAL STREETS OF MARDEN, ROYSTON PARK, JOSLIN, ST PETERS, COLLEGE PARK AND HACKNEY

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: fA26711
ATTACHMENTS: A – C

PURPOSE OF REPORT

The purpose of this report is to present the outcomes of community consultation regarding a proposal to introduce a 40km/h speed limit in the residential streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney (*the Hackney to Marden precinct*), for the Council's consideration and decision.

BACKGROUND

There have been several steps culminating in the proposal to introduce an area-wide 40km/h speed limit in the Hackney to Marden precinct, which are set out below:

- the Council resolved that the Council's Traffic Management & Road Safety Committee (*the Committee*), investigate the introduction of a 40km/h speed limit in residential streets across the City, at its meeting held on 6 April 2020;
- the Committee recommended to the Council that there was sufficient justification to consider the staged implementation of a 40km/h speed limit in residential streets across the City, on a precinct-by-precinct basis, commencing with the suburbs of Norwood and Kent Town, at its meeting held on 18 August 2020;
- the Council endorsed the recommendations provided in the *2021 Marden, Royston Park, Joslin & St Peters Traffic Review Report, prepared by Tonkin Consulting Engineers*, that recommended undertaking investigations and community consultation for the implementation of a 40km/h area-wide speed limit in the Hackney to Marden precinct, at its meeting held on 1 November 2021. It was noted that these works would commence after the Council has made a final determination in relation to the proposal to implement a 40km/h speed limit in the residential streets of Norwood & Kent Town;
- the Council endorsed the implementation of a 40km/h area wide speed limit in the residential streets in the suburbs of of Norwood and Kent Town, at its meeting held on 7 March 2022, following community consultation that identified that 60% of survey respondents supported the introduction of the reduced speed limit. This was subsequent to the endorsement and implementation of a 40km/h area wide speed limit in the residential streets of Stepney, Evandale and Maylands in 2019. The 40km/h speed limit in Norwood and Kent Town was subsequently implemented in July 2022, and as such, the investigations commenced to implement a 40km/h speed limit in the Hackney to Marden precinct; and
- the '*Traffic Management in Marden and Royston Park, Community Consultation and Recommendations*', report (prepared by Intermethod and Infraplan in 2022), recommended that a 40km/h area wide speed limit be implemented in the Hackney to Marden precinct as a high priority. The council received this report at its meeting on 21 February 2023 and noted that community consultation for the implementation of a 40km/h speed limit in the Hackney to Marden precinct would be undertaken as a priority.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Reducing traffic speed in residential streets has the potential to support and facilitate the Outcomes and Objectives of the Council's Strategic Management Plan, *City Plan 2030*.

It is widely recognised that neighbourhoods with slower traffic speeds can encourage more people to choose walking and bike riding as a form of transport. As such, the implementation of a 40km/h speed limit supports the Council's vision for 'a connected, accessible and pedestrian-friendly community'.

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.

FINANCIAL AND BUDGET IMPLICATIONS

The Council allocated \$20,000 in its 2023-2024 budget to undertake community consultation associated with the introduction of a 40km/h area-wide speed limit in the suburbs of Marden, Royston Park, Joslin, St Peters, College Park and Hackney.

If the Council endorses the 40km/h speed limit, a funding submission will be prepared for the 2024-2025 budget for approximately \$70,000 to prepare plans, and manufacture and install the required signage.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Reducing the speed to 40km/h in residential streets improves safety for pedestrians and bike riders which can encourage more people to choose environmentally sustainable transport options for short trips.

RESOURCE ISSUES

If the Council determines to proceed with the implementation of a 40km/h speed limit in the Hackney to Marden precinct, the implementation of the works will be managed by staff.

RISK MANAGEMENT

The Council has a duty of care to address road safety concerns and area-wide 40km/h speed limits are recognised as a means of changing travel behaviour and reduce overall speeds, which contributes to the management of road safety risks.

The *Austroads Guidelines to Traffic Management*, document is the Australian transport and traffic industry's guide, and includes research from Monash University Accident Research Centre, '*Balance between harm reduction and mobility in setting speed limits: a feasibility study*' (2005). This research identifies the impact speed that results in an injury or fatality for five (5) different crash types as set out below.

- Car hitting pedestrian or bike rider – 30km/h;
- Car hitting motorcyclists – 30km/h;
- Car hitting a tree or pole – 40 km/h;
- Side impact from car hitting car – 50km/h; and
- Head-on impact from car hitting car – 70km/h.

Four out of the five crash types have a likelihood of resulting in an injury or fatality if a motorist is travelling at 50km/h, the current urban default speed limit on local roads. Reducing the speed to 40km/h, significantly reduces the severity of a collision, particularly with vulnerable road users such as pedestrians, bike riders and motorcyclists.

The implementation of the 40km/h speed limit would be undertaken in accordance with the requirements set out by the Department for Infrastructure & Transport and relevant Australian Standards and Guidelines.

Whilst it is acknowledged that there are many ways to reduce risks via traffic intervention measures, the proposal to implement a 40km/h speed limit in the residential streets in the Hackney to Marden precinct has been analysed against the Council’s risk matrix and if implemented, would reduce the current risk level from extreme to high.

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	Vehicle collision resulting in death or serious injury	People	Extreme 3	Reduction of speed limit to 40km/h	People	High 6
		Reputation	Extreme 4		Reputation	High 6a

CONSULTATION

- **Elected Members**
 All Elected Members have been informed of the progress of the implementation of 40km/h speed limits throughout the City from previous Council reports.
- **Staff**
 General Manager, Urban Planning & Environment
 Manager, Strategic Communications and Advocacy
- **Community**
 Community consultation was undertaken from 27 July 2023 to 28 August 2023. Further details regarding the consultation process are set out in the Discussion section of this report.
- **Other Agencies**
 Department for Infrastructure and Transport (DIT)
 South Australian Public Transport Authority (SAPTA)
 SAPOL

DISCUSSION

The area proposed for a 40km/h speed limit includes the residential streets in the suburbs of Marden, Royston Park, Joslin, St Peters, College Park and Hackney (*the Hackney to Marden precinct*). Roads that are managed and maintained by the Department for Infrastructure & Transport (DIT), are excluded, and include Stephen Terrace, Hackney Road, North Terrace, Payneham Road, Lower Portrush Road and O.G. Road.

The Hackney to Marden Precinct is depicted on the map contained in **Attachment A**. This map also depicts the current status of the implementation of a 40km/h speed limit throughout the City, noting that the residential streets of Stepney, Maylands, Evandale, Norwood and Kent Town are already speed limited to 40km/h.

Why is 40km/h proposed in this precinct?

The Council regularly receives correspondence, including petitions, from citizens throughout the Hackney to Marden precinct, requesting that the Council undertake traffic management to moderate vehicle speeds and volumes in the area. Traffic data has validated these concerns in some streets throughout the precinct and as such, implementation of measures in the precinct has merit.

There are a number of infrastructure and non-infrastructure methods to manage traffic speed, but it is important that traffic management is undertaken on a network-wide basis, so that problems are not simply shifted from one street to another. As such, an area-wide 40km/h speed limit is an equitable and cost-effective solution that can be implemented across a large area at one time therefore minimising the need for restrictive and high-cost traffic management infrastructure throughout the entire network. As a result, physical traffic interventions can be installed in fewer strategic locations, to support a 40km/h speed environment.

Lowering the speed limit can reduce the number and severity of crashes by giving all road users more time to react to avoid a collision. If a crash does occur, lower speeds reduce the severity of an injury or death, particularly to vulnerable road users such as pedestrians and bike riders. Lower speed limits also create a better environment for residents and encourage more people to walk and ride, which in turn, reduces traffic and contributes to vibrant neighbourhoods.

The Hackney to Marden precinct contains numerous origins and destinations for people who walk and/or ride that include East Adelaide Primary School, St Peters College, Marden Senior College, bus stops, Cafés (FIX, Royston Park, St Peters Bakehouse), the Marden Shopping Centre and numerous shops, restaurants, cafes and services along the surrounding arterial roads. Of particular note, is that the River Torrens Linear Park (shared path), runs along the entire northern boundary of the precinct, which is used by a wide catchment of commuter and recreational walkers and bike riders, as well as containing key points of interest such as the Dunstan Playground, St Peters Billabong and Drage Reserve.

In addition to the safety benefits, a lower speed limit may make local streets less attractive as a short cut, or an alternative to avoid delays on arterial roads, and as such reduce the volume of non-local through traffic, further improving neighbourhood liveability.

The implementation of a 40km/h area wide speed limit in residential streets has steadily been rolled-out by many Councils throughout Australia since the late 1990's and is recognised globally as an appropriate traffic management initiative. The City of Norwood Payneham & St Peters implemented a 40km/h speed limit in the suburbs of Stepney, Maylands and Evandale in 2019 and in the suburbs of Norwood and Kent Town in 2022. Other metropolitan Adelaide Council's that have adopted 40km/h in some or all of their suburbs include the Cities of Unley, Prospect, Charles Sturt and Port Adelaide Enfield, while the City of Burnside and the Town of Walkerville will be implementing 40km/h areas in the near future after recently receiving the support from the majority of residents who were surveyed. The current status of 40km/h in the Adelaide metropolitan area is depicted in the map contained in **Attachment B**, which illustrates that all inner rim Councils (except the City of West Torrens), are progressively implementing area-wide 40km/h speed limits. It also illustrates that the Hackney to Marden precinct, is positioned between the existing or planned 40km/h speed limited areas in the suburbs of Evandale, Maylands, Kent Town, Payneham and Glynde to the southeast, and Gilberton, Walkerville, and Vale Park to the northwest.

Although speed limit signs alone, will not change the behaviour of motorists who choose to disobey the law, evaluation of traffic data from Stepney, Maylands and Evandale have identified that the streets that previously had higher operating speeds generally exhibited higher speed reductions and overall, the 85th percentile traffic speeds reduced by 2.5km/h after the speed limit reduction. Similarly, an evaluation undertaken by the City of Charles Sturt found that after implementing a reduction in speed limits from 50km/h to 40km/h in 146 streets across the Charles Sturt Local Government area, the average speed decreased by 2.3 km/h and the speed at which 85 per cent of all vehicles travelled decreased by 4.27 km/h.

If a 40km/h speed limit is implemented in the Marden to Hackney precinct, an evaluation of the outcome will be undertaken following a “settling in” period. This would identify locations where speed has not been satisfactorily addressed and further investigations to assess the need for additional traffic management measures.

There have been 49 collisions in the last five (5) years, on residential streets in the Hackney to Marden precinct (not including the main arterial roads and Stephen Terrace). Although none of these have resulted in a fatality, potential safety risks are vastly reduced with lower speeds. The graphs depicted in **Figure 1**, illustrates that there is a 70% risk of a pedestrian fatality at 50km/h, which reduces to a 30% risk of fatality at 40km/h.

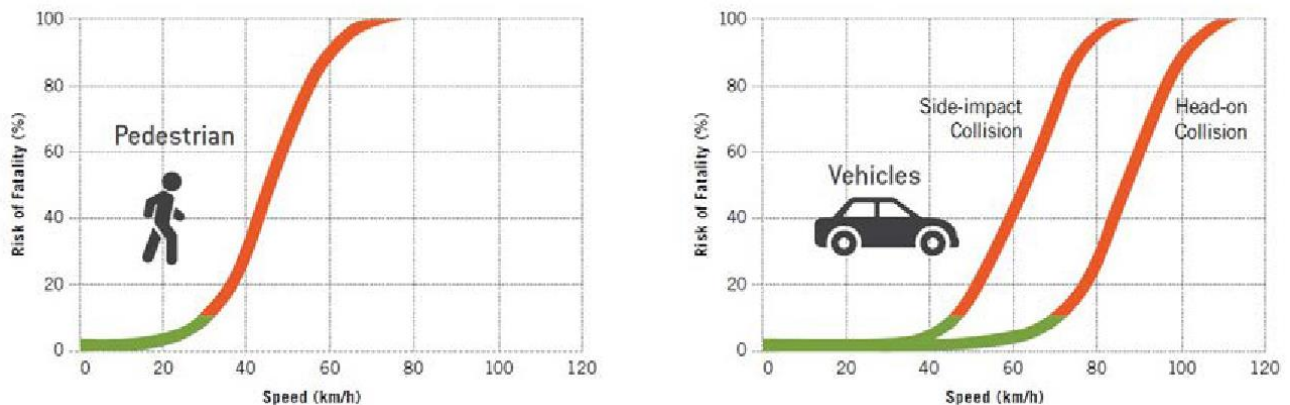


Figure 1: Risk of fatality vs speed

Legislative Requirements

The Council does not have the authority to alter speed limits on roads and must follow a set of criteria set out by DIT in the ‘*Speed Limit Guideline for South Australia*’, 2023 (*the DIT Guidelines*). If the criteria is met, the Council may provide all analysis and documentation to the Minister to seek approval.

Analysis of traffic data has confirmed that the Council-owned streets within the Hackney to Marden precinct meet the criteria and approval can be sought provided that the following items are also completed:

- resolution from Council endorsing the proposed speed limit change;
- a set of plans accurately indicating existing speed limit signs, location of proposed speed limit signs, traffic signals, and existing and proposed physical speed control treatments or traffic calming devices; and
- indication of support from the local State Member of Parliament.

The *DIT Guidelines* do not prescribe mandatory community consultation, but note that, ‘*it may be beneficial to the success of the speed limit proposal to ensure a high level of community support before implementing the lower speed limit*’.

Community Consultation

As part of the community consultation, which was undertaken from 27 July 2023 to 28 August 2023, citizens were requested to provide feedback on the proposal to reduce the speed limit to 40km/h speed limit in the residential streets in the suburbs of Marden, Royston Park, Joslin, St Peters, College Park and Hackney (excluding the DIT roads), and were invited to complete an online or hard copy survey.

The community consultation process was promoted as follows:

- a total of 6,042 flyers were distributed to owners and occupiers within the Hackney to Marden precinct which included 4,786 flyers hand delivered into letterboxes to notify property occupiers; and 1,256 letters sent by Australia Post to property owners who are not occupiers.
- the Council's website;
- a *Latest News* article;
- social media (Facebook and Instagram);
- posters at the Council's Libraries and Citizen Service Centre; and
- Coreflute posters on poles within the Hackney to Marden precinct.

The survey and poster are contained in **Attachment C**, and the key consultation outcomes are set out below.

The Council received a total of 834 responses and the 40km/h proposal was supported by the majority (54%), of survey respondents as depicted in **Figure 2**, below.

One hundred and forty-two (142) survey respondents ticked the box to say they do not live or work in the precinct, which represents 17% of total respondents. These respondents may be property owners who are not occupiers, or they may have an interest in traffic management within the precinct for a number of reasons that may include commuting their children to one of the Schools, visiting family, friends or a café, enjoying the public facilities such as reserves, playgrounds or Linear Park, or commuting through the precinct in a vehicle, on a bike or by walking. It is important to acknowledge that the streets are public spaces and respondents who do not live or work in the precinct can rightfully provide their view on traffic management that affects them.

If the respondents who identified that they *do not live or work* in the precinct are extracted from the data, the majority of respondents (52%), do not support the 40km/h proposal as depicted in Figure 3, below.

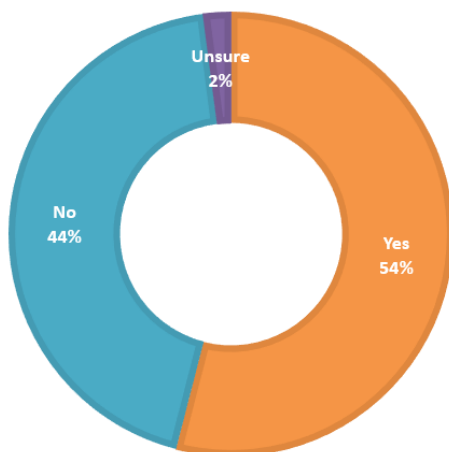


Figure 2: Level of support from all survey respondents

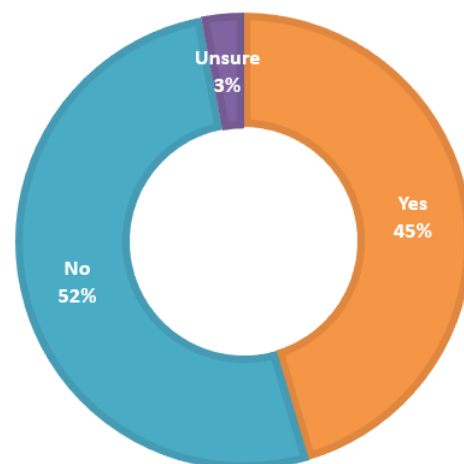


Figure 3: Level of support from respondents who live or work in the Hackney to Marden precinct only.

The responses have been broken down by suburb which identified that the 40km/h speed limit was not supported by the majority of respondents from College Park and Royston Park but was supported by the respondents who live or work in Hackney, St Peters, Joslin and Marden, as depicted in **Figure 3** below. Single suburbs cannot simply be removed from the subject area because it is a requirement of the State Government that a 40km/h area be bound by main roads rail lines, rivers (or similar), that define a clear and intuitive boundary.

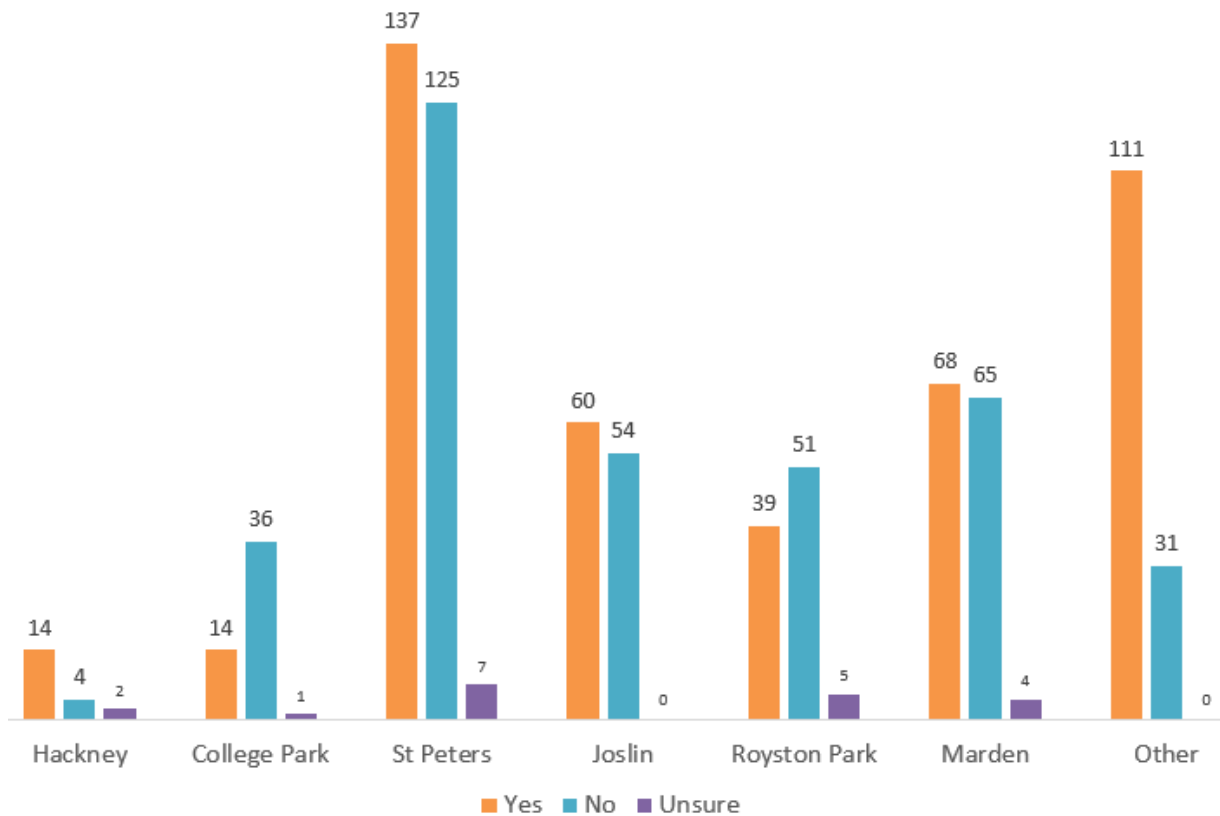


Figure 4: Breakdown of support (yes, no unsure)

There were 11% more male than female respondents and both the majority of females and the majority of males supported the proposal as depicted in **Figures 5 and 6**, below.

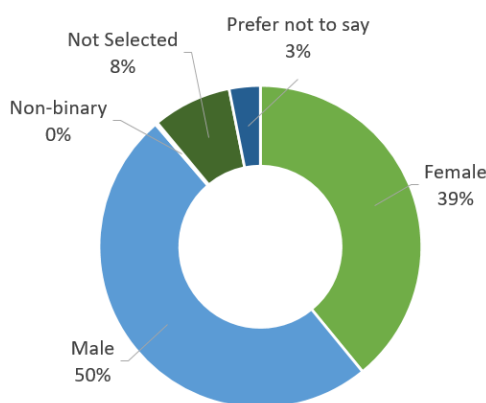


Figure 5: Gender, total respondents

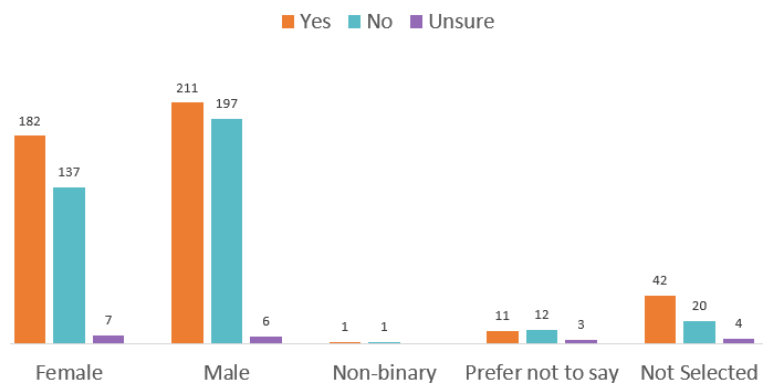


Figure 6: Gender by level of support (yes, no, unsure)

The most common age group of respondents was between 65 and 74 years of age. The age groups that did not support the proposal in the majority were the 18 to 24, and the 45 to 64 year olds. The majority of all other age groups supported the proposal, as depicted in Figure 6, below.

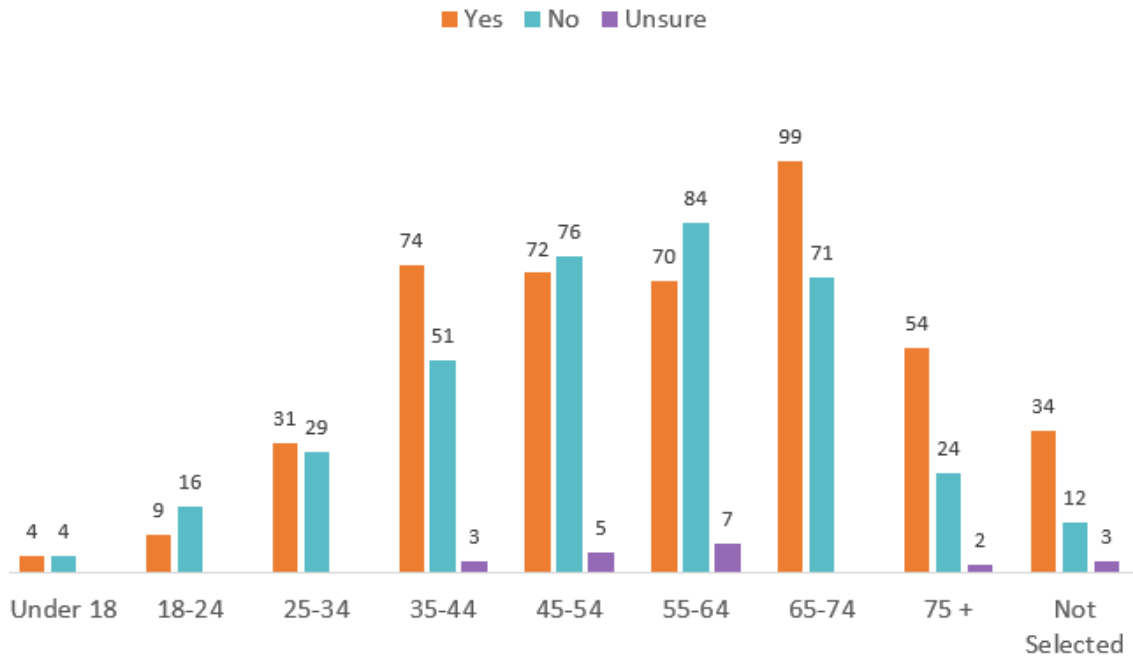


Figure 7: Level of support (yes, no, unsure), by age group

Survey respondents were provided with the opportunity to provide a reason why they supported, did not support or were unsure about the 40km/h proposal. All of the comments have been reviewed and the most common comments are summarised in Table 1, below.

TABLE 1: MOST COMMON REASONS FOR LEVEL OF SUPPORT FOR A 40KM/H SPEED LIMIT

Do support	Do not support	Unsure
A 40km/h speed limit is safer for children, grandchildren, older people with mobility issues, and people on bikes.	Reducing the speed limit is not necessary. The streets are wide enough for a 50km/hr speed limit to be safe.	Not opposed to speed reduction but do not want physical traffic calming devices as well.
Sensible initiative, strongly support.	Slower speeds will add to commute times for no reason, wastes time, and is inconvenient.	Prefer Collector roads to stay at 50km/h
40kmh is fast enough in these streets and there is no need to travel faster.	There is no evidence to support the need for a 40km/h speed limit.	Not opposed, but not convinced it would work.
Support 40km/h but traffic calming on some of the Collector Roads and/or enforcement is also required.	People will speed anyway.	
A 40km/h speed limit will not noticeably increase travel time but has many benefits.	Enforce 50km/h instead.	
Slower speeds would make it easier to reverse out of my driveway.	Reducing the speed limit is just revenue raising.	
Other suburbs that are 40km/h are better.	Outrageous / ridiculous / terrible / tiresome / frustrating	

Approximately twenty (20) respondents noted that they supported 40km/h on some streets but not on all streets, particularly the Collector Streets. This comment was provided by respondents who did support, did not support and were unsure about the 40km/h proposal.

There were mixed comments regarding the installation of physical traffic calming devices, with some respondents requesting more physical devices and others stating that they did not want any physical devices.

Many of the citizens who did not support the introduction of the reduced speed limit were concerned about the additional travel time. As such, real-time surveys have been undertaken to determine the typical difference in time to travel from one location to another at 50km/h and at 40km/h. Real-time surveys were undertaken instead of desktop analysis, so that stopping or slowing at intersections was included. Five routes were selected and were driven once at 50km/h and again at 40km/h. The surveys were undertaken on a weekday, outside of a peak hour, so that delays from higher traffic volumes were minimised. The survey results are listed in **Table 2** below.

TABLE 2: TRAVEL TIME SURVEY AT 50KM/H AND AT 40KM/H

Route description	Route length	Additional time taken to travel at 40km/h instead of at 50km/h.
Battams Road, <i>Payneham Road to Ninth Avenue.</i>	965 metres	thirteen (13) seconds
Sixth Avenue, <i>Battams Road to Steven Terrace.</i>	1090 metres	fourteen (14) seconds
Sixth Avenue, <i>Stephen Terrace to Harrow Road.</i>	580 metres	eleven (11) seconds
Harrow Road, <i>Eighth Avenue to First Avenue.</i>	760 metres	fifteen (15) seconds
Richmond Street, Harrow Road, Seventh Avenue and Sixth Avenue, <i>Hackney Road to Broad Street.</i>	2080 metres	fifty (50) seconds. (time along this route would vary depending on the traffic flow on Stephen Terrace, and the time required to find a gap in the traffic to cross all lanes)

Whether the travel time delays listed above are significant or not, is subjective, depending on an individual's perspective, but from a traffic engineering point of view, the delays are not considered significant when outweighing the potential safety benefits.

In addition to the individual responses, the Council received letters of support for the 40km/h speed limit reduction from the St Peters Residents Association and St Peters College.

The South Australian Public Transport Authority (SAPTA) were invited to provide their comments regarding reducing the speed limit to 40km/h along the W90 and W91 Bus Route which runs along Beasley Street, Broad Street (portion), Addison Avenue, Battams Road (portion), Sixth Avenue and Harrow Road. SAPTA was concerned that various types of traffic management initiatives place pressure on bus drivers to maintain on-time running, and as such, their preference is that the default speed limit of 50km/h be retained on Harrow Rd, Sixth Ave & Addison Ave.

OPTIONS

Option 1

Do nothing.

The Council can decide that the community is divided regarding the implementation of a 40km/h speed limit in the residential streets within the Hackney to Marden precinct and as such, the existing default urban speed limit of 50km/h should remain.

This approach is not recommended on the basis that:

- the Council receives ongoing correspondence from citizens who are concerned about road safety within the precinct, and request that the Council address these concerns with traffic management;
- traffic data validates that traffic speeds are higher than desirable in some streets within the precinct; and
- a 40km/h area wide speed limit is an equitable and cost-effective solution that can be implemented across a large area at one time.

Option 2

Implement a 40km/h area wide speed limit in the residential streets in the Hackney to Marden precinct, excluding the roads managed by DIT, which are Stephen Terrace, Hackney Road, North Terrace, Payneham Road, Lower Portrush Road and O.G Road (as depicted in **Attachment A**).

The Council could decide that there is sufficient justification to implement 40km/h in the residential streets in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden, as depicted on the map in **Attachment A**, because of some or all of the reasons set out below:

- an area-wide 40km/h speed limit is an equitable and cost-effective solution that can be implemented across a large area at one time, and responds to the numerous and ongoing requests from citizens for the Council to undertake traffic management initiatives;
- lower traffic speeds contribute to safer streets by increasing driver reaction time and supports the Councils vision for a connected, accessible and pedestrian-friendly community;
- evaluation of before and after traffic data in other suburbs, has identified that overall, traffic speeds are reduced by several kilometres an hour, after the implementation of a 40km/h speed limit.
- the majority of survey respondents supported the 40km/h proposal;
- surveys identify that the delay to travel time resulting from a 10km/h speed reduction is minimal, and is outweighed by the potential benefits; and
- all Councils, located at the inner rim (except for the City of West Torrens), are progressively working towards area-wide 40km/h speed limits, as depicted on the Map in **Attachment B**.

This option is recommended because a 40km/h area-wide speed limit is an equitable, low-cost traffic management initiative that can be applied to a large area, and the documented benefits for road safety and residential amenity outweigh the disbenefits, such as minor travel time delays.

Option 3

Implement 40km/h in residential streets but retain the default urban speed limit of 50km/h in key Collector Streets.

The Council could decide that because the community consultation survey outcomes did not identify a clear majority of citizens either supporting or not supporting the implementation of a 40km/h speed limit in the Hackney to Marden precinct, that a compromised response is justified. As such, a speed limit of 50km/h could be retained on several key Collector Streets within the precinct. This option was suggested by some of the survey respondents and would align to the preference stated by the *South Australian Public Transport Authority*, for 50km/h to be retained on Addison Road, Sixth Avenue and Harrow Road.

This approach is undertaken by some Council's when implementing a 40km/h area-wide speed limit but can only be properly achieved in streets that are strategically positioned to provide a clear and intuitive direction to motorists. Some Collector Streets in the suburbs of Norwood and Kent Town, were excluded from the 40km/h implementation because they were high-volume roads that interconnected at each end with other 50km/h or 60km/h streets, such as The Parade West and Osmond Terrace.

The identification of the streets that could be suitable for the 50km/h speed limit would need to be assessed separately by a traffic engineering professional, with considerations of the wider street network, the street layout (width and length), traffic volume and speed, level of pedestrian and/or bike rider activity and crash history.

This option is not recommended because of the reasons set out below:

- there is not a clear demarcation of Collector Streets in the Hackney to Marden precinct that carry significantly higher traffic volumes and speeds that are strategically positioned to justify the retention of the 50km/h speed limit (noting that the surrounding arterial roads and Stephen Terrace are managed by DIT and are already excluded from the 40km/h proposal);
- it is likely that if some streets retained a 50km/h speed limit, these streets would attract traffic from other 40km/h streets, which may result in higher traffic volumes and additional safety concerns in those streets;
- it is not known if this option would be supported by the majority of the community;
- a single speed limit throughout the entire Hackney to Marden precinct would result in an area-wide reduced speed limit with an intuitive boundary made up of arterial roads and the River Torrens, which would be less confusing to motorists;
- the travel time delay resulting from a reduced speed limit of 40km/h speed limit is minimal; and
- an area-wide 40km/h speed limit is a more equitable solution throughout the entire precinct.

CONCLUSION

The outcomes of the community consultation survey did not identify a clear majority of citizens either supporting or not supporting the implementation of a 40km/h in the residential streets in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden.

In the absence of thresholds that define “majority”, the Council will need to carefully balance the views of the respondents against the research and evaluations that identify that 40 km/h area-wide speed limits can improve road safety and neighbourhood amenity and minimise potential risks.

COMMENTS

The Department of Infrastructure and Transport (DIT) does not require a certain threshold of community support or a certain response rate before it will consider the introduction of 40 km/h reduced speed limit.

RECOMMENDATION

1. That the outcomes of the community consultation, as outlined in this report regarding the proposal to implement a 40km/h speed limit in the residential streets in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden (as depicted in **Attachment B**), be received and noted.
2. That the introduction of a 40km/h speed limit in the residential streets in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden, (that excludes the roads managed by the Department for Infrastructure & Transport, which are Stephen Terrace, Hackney Road, North Terrace, Payneham Road, Lower Portrush Road and O.G Road), as depicted in **Attachment B** of this report be approved, and authorises the Chief Executive Officer to:
 - complete the tasks required to meet legislative and Department of Infrastructure & Transport (DIT) requirements to enable the 40km/h speed limit signs to be installed, namely:
 - engage Consultants to prepare a sign schedule showing the location of the proposed signs and alterations to existing signs;
 - preparation of a Traffic Impact Statement;
 - request support letters from the Local Member of Parliament; and
 - write to the Department for Infrastructure and Transport seeking approval from the Minister to install the 40km/h signs as required under section 21 of the *Road Traffic Act 1961*;
 - liaise with SAPOL following the installation of signage to ensure that appropriate enforcement of the 40km/h speed limit is undertaken; and
 - undertake a promotion awareness campaign regarding the introduction of a 40km/h speed limit in the residential streets in the suburbs of Hackney, College Park, St Peters, Joslin, Royston Park and Marden.

3. That the Council notes that following the implementation of a 40km/h speed limit in the Hackney to Marden precinct, an evaluation of the outcome will be undertaken to identify locations where speed is still a safety concern and more detailed investigations will be undertaken to assess and determine the need for additional traffic management measures.

4. That the Council notes that a submission to allocate funding for the preparation of design documentation and signage will be prepared for the Council's consideration as part of the 2024-2025 Council Budget.

Attachments – Item 11.1

Attachment A

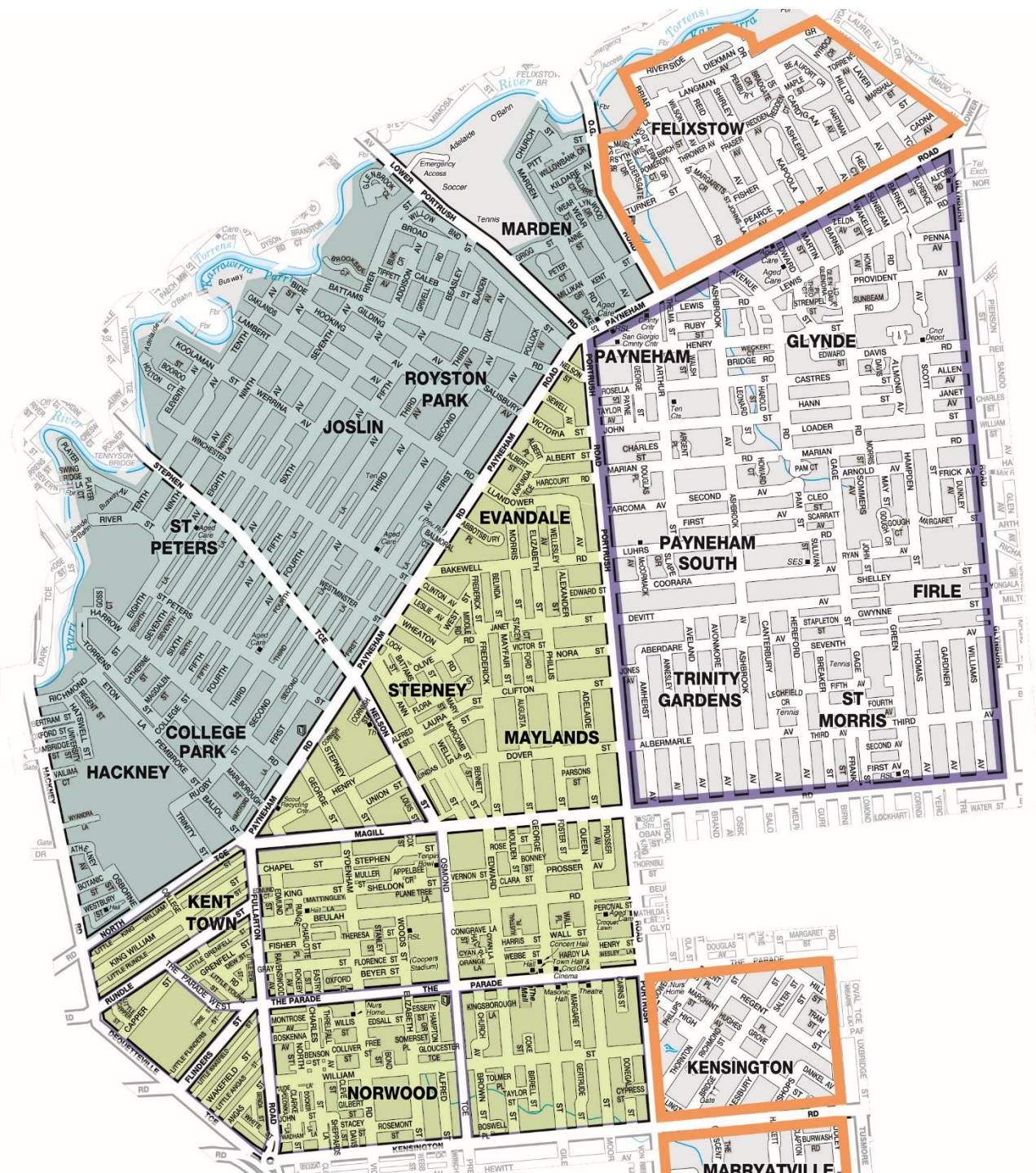
Consultation Report for 40km/h Speed Limit in Residential Streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney

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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- SUBJECT AREA - STREETS PROPOSED FOR 40KM/H SPEED LIMIT
HACKNEY, COLLEGE PARK, ST PETERS, JOSLIN, ROYSTON PARK & MARDEN
- EXISTING 40KM/H SPEED LIMIT
NORWOOD, KENT TOWN, STEPNEY, MAYLANDS & EVANDALE
- 40KM/H SPEED LIMIT IMPLEMENTATION IN PROGRESS
GLYNDE, PAYNEHAM, FIRLE, TRINITY GARDENS & ST MORRIS
- FUTURE INVESTIGATIONS PLANNED FOR 40KM/H SPEED LIMIT
KENSINGTON, MARRYATVILLE, HEATHPOOL AND FELIXSTOW

40km/h area wide speed limits in the City of Norwood Payneham & St Peters - November 2023

Attachment B

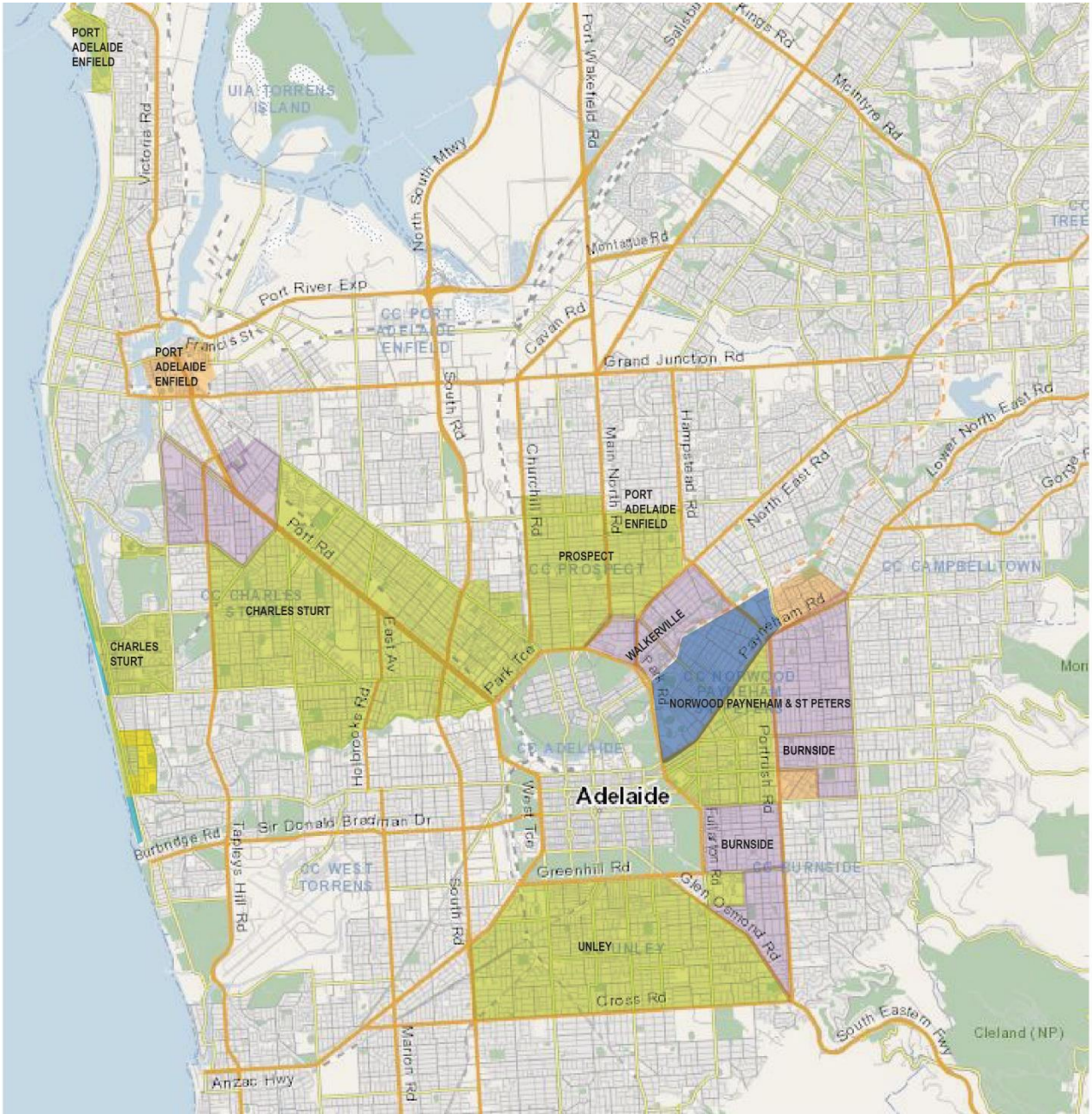
Consultation Report for 40km/h Speed Limit in Residential Streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney

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
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- SUBJECT AREA - HACKNEY, COLLEGE PARK, ST PETERS, JOSLIN, ROYSTON PARK & MARDEN
- EXISTING 40KM/H SPEED LIMITED AREAS
- PLANNED 40KM/H SPEED LIMITED AREAS (CONSULTED AND SUPPORTED)
- FUTURE 40KM/H CONSULTATION PLANNED

NOTE: HIGH ORDER ROADS WITHIN AREAS THAT ARE 50KM/H OR 60KM/H ARE NOT SHOWN FOR CLARITY

40km/h area wide speed limits in Metropolitan Adelaide - November 2023

Attachment C

Consultation Report for 40km/h Speed Limit in Residential Streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney

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
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Payneham
& St Peters

Proposed 40km/h speed limit

Consultation now open



**HAVE
YOUR
SAY!**

The Council is seeking your views on reducing the speed limit from 50km/h to 40km/h in the residential streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney.

Provide your comments by 5pm Monday, 21 August.



MORE INFO

www.npsp.sa.gov.au/consultation



City of
Norwood
Payneham
& St Peters

Have Your Say!

Proposed 40km/h speed limit

Survey

Name:

Residential street:

Residential suburb:

Postcode:

Age

Under 18
45-54

18-24
55-64

25-34
65-75

35-44
75+

Gender

Female

Male

Non-binary

Prefer not to say

Gender self-describe:

1. Do you support a 40km/h speed limit in the residential streets of Marden, Royston Park, Joslin, St Peters, College Park and Hackney excluding:

- State Government Roads: Lower Portrush Road, Payneham Road, Stephen Terrace, Hackney Road & North Terrace.

Refer map overleaf for detail of affected roads.

a) Yes

b) No

c) Unsure

Comment

2. Do you live or work in Marden, Royston Park, Joslin, St Peters, College Park or Hackney?

a) Yes b) No

If you don't live in Marden, Royston Park, Joslin, St Peters, College Park or Hackney, why do the changes to the speed limit impact you?

3. Would you like to be kept informed of Council's final decision on the proposal to implement a 40km/h speed limit in Marden, Royston Park, Joslin, St Peters, College Park and Hackney?

a) Yes b) No

4. Do you have any other comments on the proposed speed reduction, that the Council should consider?

5. Would you like to receive the Council's eNewsletter??

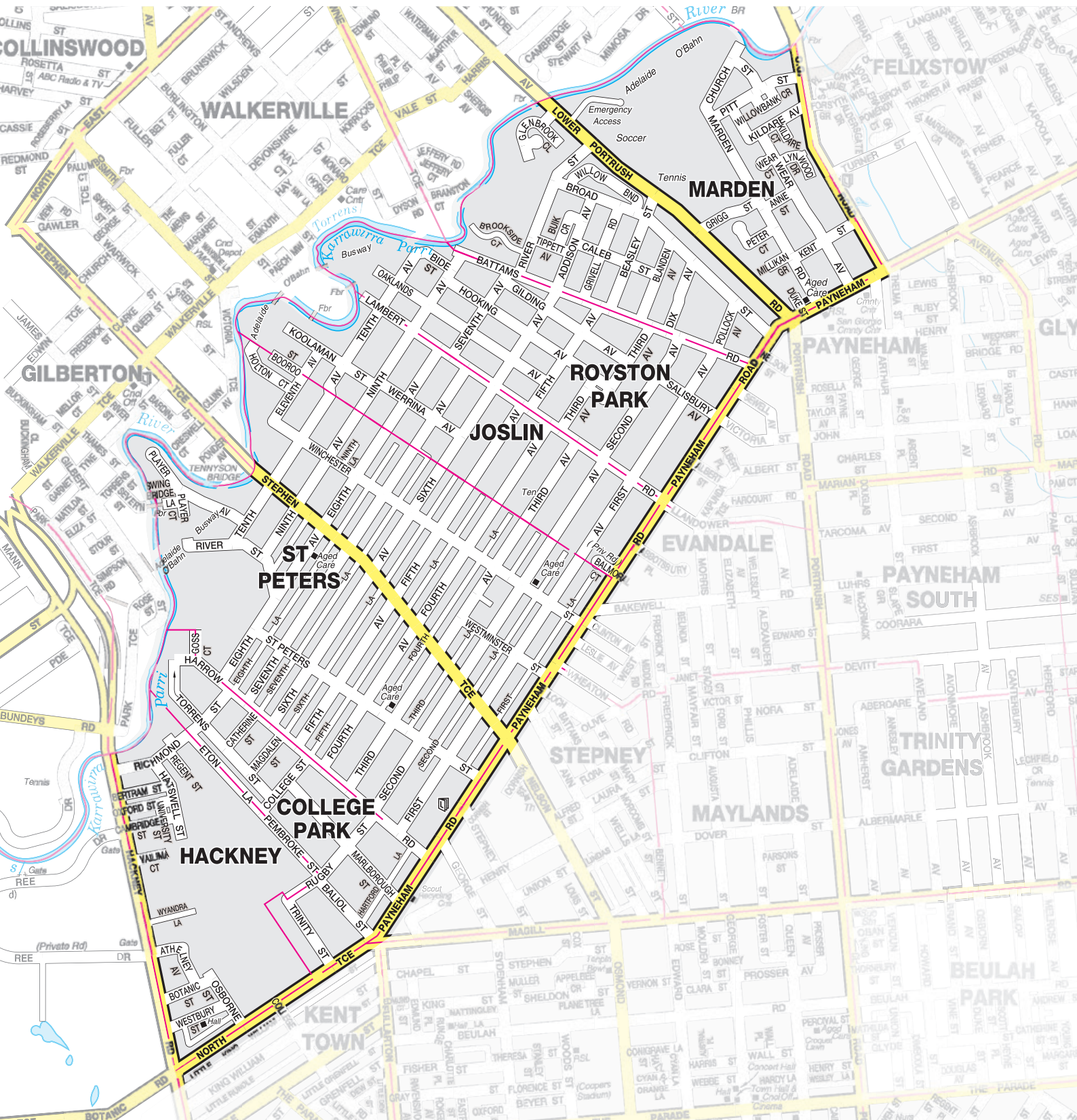
a) Yes b) No

Subscribe via email to keep up to date and learn about opportunities for young people



Email

Thank you for taking the time to complete this survey. All comments and submissions received as part of this consultation will be collated and summarised for consideration by the Council.





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

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



City of
 Norwood
 Payneham
 & St Peters

11.2 DRAFT 2024-2028 ACCESS & INCLUSION STRATEGY

REPORT AUTHOR: Manager, Community Services
GENERAL MANAGER: Manager Governance & Civic Affairs
CONTACT NUMBER: 8366 4600
FILE REFERENCE: qA88288
ATTACHMENTS: A - B

PURPOSE OF REPORT

The purpose of this report is to present the draft *2024-2028 Access & Inclusion Strategy-A City for All Citizens* for the Council's endorsement, prior to the release of the draft document for community consultation.

BACKGROUND

The Council's *2018-2022 Access & Inclusion Strategy - A City for All Citizens*, was adopted by the Council in 2018. The Strategy focused on continuing to improve the accessibility and inclusiveness of Council facilities, infrastructure, information, services and programs. Whilst traditionally most Access & Inclusion Strategies or Plans have a focus on addressing the access and inclusion requirements of citizens living with disabilities, the Council's current and future draft Strategy takes a broader approach of continuing to improve access and inclusion outcomes for citizens of all ages, abilities, cultures and backgrounds.

Over the past four(4) years the *2018-2022 Access & Inclusion Strategy - A City for All Citizens*, has been implemented through an associated Action Plan. The Strategy has now been reviewed. As part of the review, community engagement was undertaken to explore the trends and access and inclusion issues that need to be considered in the next version of the Council's Access & Inclusion Strategy. Healthy Environs was engaged to facilitate the community engagement stage of the *2024-2028 Access & Inclusion Strategy - A City for All*.

The South Australian *Disability Inclusion Act (2019)*, requires all State and Local Government agencies are required to have a Disability Access and Inclusion Plan. The draft *2024-2028 Access & Inclusion Strategy* complies with the Council's legislative responsibilities under this Act. The draft Strategy also responds to the Council's responsibilities under the South Australian *Equal Opportunity Act (1984)* and Federal *Disability Discrimination Act (1992)*, in providing accessible facilities, services and programs.

The Council's draft *2024-2028 Access & Inclusion Strategy - A City for All* (the draft Strategy) has been completed. A copy of the draft Strategy is contained in **Attachment A**. The Strategy is based on findings from the community consultation undertaken between December 2022 and April 2023 . A copy of the Access & Inclusion Community Consultation report is contained in **Attachment B**.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

CityPlan 2030 Shaping our Future

The relevant Strategic outcomes and objectives as set out in the Council's Strategic Plan *CityPlan 2023 Shaping our Future* are summarised below:

Outcome 1 Social Equity

- Objective 1.1 Convenient and Accessible service, information and facilities;
- Objective 1.3 An engaged and participating community; and
- Objective 1.4 A strong, healthy and inclusive community.

FINANCIAL AND BUDGET IMPLICATIONS

There are no financial implications associated with this report. Any initiatives or actions that arise in respect to the implementation of the Strategy will be considered as part of the Council's Annual Business Plan and Budget process.

EXTERNAL ECONOMIC IMPLICATIONS

There are no external economic implications associated with the development or endorsement of this Strategy.

SOCIAL ISSUES

This Strategy seeks to continue the Council's work in improving the quality of life and wellbeing of all citizens, through the provision of accessible and inclusive services, programs, facilities and infrastructure.

It is estimated that more than 10,000 citizens who live in the City of Norwood Payneham & St Peters have specific access and inclusion needs including:

- citizens who live with a range of disabilities impacting everyday activities;
- families with children aged 0-4 years who are more likely to use strollers and prams; and
- older people who benefit from improved access.

The City has pockets of disadvantage and vulnerable groups of citizens who may need assistance in connecting to Council services, programs and the local community. Citizens who may require additional support to connect to the community may include those citizens:

- living on a lower household income;
- living with a disability or caring for someone with a disability;
- from culturally and linguistically diverse backgrounds; and
- with diverse gender or sexual identities.

Programs and services offered by the Council need to be affordable so that citizens who are financially disadvantaged can afford to access Council Services and participate in the Council's range of programs.

New retirees include both *Baby Boomers* and *Generation X* and the data shows that each generation will live and work longer and have more active lifestyles than previous generations.

Carers play an important role in our community, by providing unpaid care and support to family members and friends. It is important that there are support services and programs available in the community to ensure that Carers are supported in their roles.

The impact of technology is seeing an increasing amount of information being made available online (ie Banking, Medicare, Positions Vacant and Centrelink). Approximately 15.6% of the City's population do not have access to the internet. Most of the citizens that are impacted by this are older citizens. The Council needs to take this into consideration when developing and promoting information about the Council's programs and services.

The COVID-19 pandemic resulted in an increase in some instances in unemployment and social isolation. Whilst this situation has improved, social distancing has affected people's sense of social connectedness and well-being. In this regard there is a continued need for the Council to offer programs that engage citizens through activities that promote learning, wellness and social connectedness.

CULTURAL ISSUES

The City has a culturally diverse population. A significant proportion of these citizens are post-war migrants from Italian, Greek and German backgrounds. There is also an increasing number of citizens who are from Chinese and Indian backgrounds. It will be important to ensure that Council programs and services are culturally appropriate and that information can be accessed through translations.

ENVIRONMENTAL ISSUES

There are no environmental issues associated with the draft Strategy.

RESOURCE ISSUES

The implementation of the Strategy will be co-ordinated by an Access & Inclusion Project Team which will include staff representatives from across the various departments.

RISK MANAGEMENT

The risk ratings for the top three (3) risks associated with this stage of the draft *Access & Inclusion Strategy* are summarised in Table 1 below.

TABLE 1: RISK RATINGS

Risk No	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1.	Council not endorsing the draft Strategy for consultation	Service/ programs	Substantial 13	Provision of detailed Council report and draft Strategy	Service/ Programs	Medium 17
		Reputation	Medium 19		Reputation	Low 21
2	Draft Strategy is not supported by the community	Service/ Programs	Medium	Develop a community engagement plan to engage citizens and stakeholders. Review and analyse responses and where applicable modify the Strategy to ensure it reflects the aspirations of the community	Services/ Programs	Low 21
3	Actions in the Strategy are not completed	Service/ Programs	Substantial 12	Establish project team to co-ordinate the implementation of the Strategy Review progress of the Strategy's actions on a quarterly basis	Services/ Programs	Low 21

The potential risks highlight the importance of finding ways to engage citizens and stakeholders to provide feedback on the draft *2024-2028 Access & Inclusion Strategy* and to ensure that the implementation of the Strategy is monitored.

CONSULTATION

- **Elected Members**

An Elected Members Information Session was held on 27 February 2023.

- **Community**

The community engagement promotions and events delivered for the purpose of developing the Access & Inclusion Strategy are summarised in Table 2 below.

TABLE 2: COMMUNITY ENGAGEMENT ACTIVITIES AND PROMOTIONS

Engagement Technique	Details	Target Audience	Dates
Community Care Newsletter	Distributed to 700 citizens.	Adults living with disability and older people.	December 2022
Access and Inclusion Survey available online and in hardcopy	34 people responded.	Community	14 Dec 2022 – 28 February 2023
Access & Inclusion Workshop	16 people attended.	Service providers, community groups and citizens living with disability.	8 February 2023
Email to Stakeholders about community engagement opportunities	Email was sent to 72 stakeholders.	Disability and aged care providers, retirement villages, mental health providers, schools, resident and community association, NDIS local area co-ordinator and low-income housing providers.	14 Dec 2022 – 28 February 2023

As part of the 2018-2022 *Access & Inclusion Strategy*, an Access & Inclusion Engagement Register was created. This group consists of citizens living with disability, Carers and disability service providers who have expressed an interest in providing feedback with respect to access and inclusion issues regarding the Council's major projects, services, programs and policies. The group currently has twelve (12) members. The members of the Access & Inclusion Engagement Register were offered the opportunity to provide feedback either via the online survey or the community forum held on 8 February 2023.

- **Staff**

A Staff Workshop was held on the 9 December 2023 with staff representation from across the Council . There were fifteen (15) staff present at the workshop. Staff were further consulted after the community workshop with respect to ideas concerning actions for the Strategy taking into consideration the feedback received from the Community.

Council Volunteers were also offered the opportunity to participate in the Community Forum or complete the online survey.

- **Other Agencies**

As mentioned previously, a range of stakeholders were invited to participate in the community engagement opportunities for the Access & Inclusion Strategy. Stakeholders approached included representatives from Aged Care and Disability Services, Mental Health, Schools, recreational groups and community groups. Stakeholders that contributed to the consultation included the following;

- Housing Choices;
- Direct Care Australia;
- Orana;
- Italian Co-ordinating Committee;
- Norwood Residents Association;
- Kent Town Residents Association;
- DLI Choices for Living;
- MatchWorks-Norwood ;and
- Women’s Community Centre.

DISCUSSION

A review of the Council’s *2018-2022 Access & Inclusion Strategy - A City for All Citizens*, has been completed and a *draft 2024-2028 Access & Inclusion Strategy* has been prepared. The *draft 2024-2028 Access & Inclusion Strategy* builds upon Council’s continuing work as outlined in the *2018-2022 Access & Inclusion Strategy - A City for All Citizens* to improve the accessibility and inclusiveness of its services, programs, facilities and infrastructure.

A review of the *2018-2022 Access & Inclusion Strategy - A City for All Citizens*, revealed that the associated action plan is now 90% complete. The actions that have not been completed include the following:

- completion of accessibility audit of Council owned buildings and facilities against the *Australian Standards for Access & Mobility* ;
- development of a map showing accessibility toilets and parking; and
- to make available a selection of relevant Council brochures in large print.

These actions are still relevant and have been included in the draft Strategy.

Development of the draft 2024-2028 Access & Inclusion Strategy - A City for All

Under the South Australian *Disability Inclusion Act (2019)*, the Access & Inclusion Strategy is required to undergo two (2) stages of community engagement. The first stage is associated with the development of the Access & Inclusion Strategy. The second stage is to obtain comments on the draft Strategy. The first stage of the consultation was undertaken between December 2022 and April 2023. Key findings identified from the consultation included:

- the City has a proportion of the population with a diverse range of disabilities who will benefit from accessible services, programs and infrastructure;
- the City has an ageing population which will benefit from accessible infrastructure;
- the projected increase in children (particular those aged between 0-4 years of age) will require recreational infrastructure (parks and playgrounds) and learning opportunities;
- a proportion of the City’s population is culturally diverse and requires information and services to be culturally and linguistically appropriate;
- the City has citizens who are financially and socially disadvantaged and at risk of social isolation. It is therefore important to have services and programs that facilitate social connections and are affordable;
- the Council has an important role to play in offering programs and events to enable citizens to connect with each other and reduce their social isolation;
- well-maintained footpaths are required to improve access and reduce the risks of trips and falls.
- the increase in the use of mobility scooters and wheelchairs will require wider and well-maintained footpaths, spaces and facilities;

- the Council's role as a provider of information can be improved through networking with community organisations;
- there is a need to improve how Council engages with citizens living with disability; and
- key events such as the implementation of the National Construction Code, the development of a new aged care model, etc will require change to Council's Planning processes and model of operation for the Council's Home Support Services.

In light of these findings, the *draft 2024-2028 Access & Inclusion Strategy* has identified five (5) priority areas to focus on, namely:

- accessible environments;
- inclusive communities;
- effective and accessible information;
- Informed and supportive work environment; and
- collaboration and leadership.

Unlike the previous *2018-2022 Access & Inclusion Strategy* which had an associated Action Plan, the *draft 2024-2028 Access & Inclusion Strategy* will not have a separate Action Plan, as the draft Strategy has incorporated detailed actions into each Priority. In this regard, examples of actions that are included in the draft Strategy include;

- developing cross generational and cross-cultural programs and events;
- reviewing how the Access & Inclusion Engagement Register operates to enhance engagement;
- engaging aged care and disability service providers about the types of programs that would benefit their recipients;
- offering sensory friendly sessions at the Payneham Memorial Swimming centre and Norwood Swimming Centre;
- providing tailored computer training targeting older citizens and citizens on low income;
- providing information to the community about the accessibility features of Council facilities;
- continuing to offer a range of engagement opportunities to the community which includes lifelong learning, well-being and Volunteering;
- developing community networks with the aim of facilitating the promotion of Council services and other services available in the community; and
- accessibility audits of Council owned buildings and facilities.

The *draft 2024-2028 Access & Inclusion Strategy* is designed to be flexible. The Strategy's progress will be reviewed on an annual basis. Reports from staff will provide information concerning the performance measures of the draft Strategy which will inform an annual report to the Council. This report will include the status of actions in the draft Strategy.

As mentioned previously the *draft 2024-2028 Access & Inclusion Strategy* now needs to be released to the community for comment. It is proposed that both the Access & Inclusion Community Consultation Report and the *draft 2024-2028 Access & Inclusion Strategy 2024-2028* be released as part of the consultation process. The consultation period will be for a period of five (5) weeks, to ensure that citizens living with disability have the time to consider and prepare feedback.

OPTIONS

The Council can resolve to endorse the *draft 2024-2028 Access & Inclusion Strategy – A City for All Citizens*, as contained in **Attachment A**, for community consultation as outlined in this report.

This will provide the opportunity for citizens to view and comment on the Strategy that has been prepared. It will also ensure that the Council complies with its legislative requirements under the State *Disability Inclusion Act (2019)*.

The Council can resolve to not endorse the *draft 2024-2028 Access & Inclusion Strategy-A City for All* for community consultation. However, community consultation on the Strategy is a legislative requirement under the State *Disability Inclusion Act (2018)*. To not ensure the draft strategy for community consultation would deem the Strategy as non-compliant with legislation.

CONCLUSION

A review of the Council's *2018-2022 Access & Inclusion Strategy - A City for All*, has been undertaken. As part of this review the consultation was undertaken with citizens within our community, community groups, service providers Council Staff and Volunteers.

A draft *2024-2028 Access & Inclusion Strategy* has been developed. The actions within the Strategy reflect the Council's ongoing efforts and commitment to deliver and improve the accessibility and inclusiveness of its services, programs, facilities and infrastructure.

COMMENTS

Inclusive SA, the South Australian Government's Disability Access & Inclusion Plan is currently being prepared and is likely to be released in 2024. The State Government's Plan is likely to include some actions applicable to Local Government and Councils will be required to incorporate the relevant actions into their respective Access & Inclusion Strategies or Plans. In this regard the Council's *2024-2028 Access & Inclusion Strategy* may be required to be reviewed in 2024, to incorporate the relevant State Government's Plan actions in the Council's Strategy.

RECOMMENDATION

1. That the draft *2024-2028 Access & Inclusion Strategy - City for All* as contained in **Attachment A**, be endorsed and released for community consultation for a period of five (5) weeks.
2. That the Chief Executive Officer be authorised to make any minor amendments to the draft *2024-2028 Access & Inclusion Strategy - A City for All*, 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 the final draft of the *2024-2028 Access & Inclusion Strategy - A City for All* will be presented to the Council for consideration at its March 2024 meeting.

Attachments – Item 11.2

Attachment A

Draft 2024-2028 Access & Inclusion Strategy

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**

2024-2028 Access & Inclusion Strategy
A City for all Citizens

Draft

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Draft

1. Introduction

The City of Norwood Payneham & St Peters enjoys a reputation as one of Adelaide's most desirable places to live, work and visit. With some 38,000 residents from diverse backgrounds and abilities, the Council recognises the need to be flexible, agile and responsive to the needs of our citizens and those who work, study or visit the City.

Recognising the importance of family, communities, culture and ageing in place, the purpose of this Access & Inclusion Strategy (the Strategy) is to support citizens to live safely, healthy and connected lives within an accessible and inclusive community.

In 2018, the Council adopted its *2018-2022 Access & Inclusion Strategy – A City for All* (the Strategy). The Strategy aimed to improve opportunities for inclusion and accessibility throughout the City for all citizens of all ages, abilities and backgrounds.

A review of the Strategy commenced in December 2023 to ensure the Strategy remains contemporary and relevant. The reviewed and updated *2024 -2028 Access & Inclusion Strategy – A City for All Citizens*, sets the focus for the next four (4) years however, the strategy is flexible and can respond to shifting priorities and changes as required.

This Strategy acknowledges and responds to the Council's obligations under the:

- *Commonwealth Disability Discrimination Act (1993);*
- *South Australian Equal Opportunity Act (1984);*
- *South Australian Disability Inclusion Act (2018);*
- *South Australian Disability Inclusion Plan – Inclusive SA; and*
- *National Disability Strategy.*

The Strategy will continue to provide guidance for future planning, decision making and resource allocation for the provision of services, programs and facilities for citizens across the life of the Strategy.

Vision

“An accessible and connected City where people feel safe and included.”

2. Our Community

Community Profile

Citizens who live, work or study in the City of Norwood Payneham & St Peters are diverse in age, culture and abilities. The City has maintained a relatively stable population with moderate growth. In 2021 the City had a total population of 37,850. The population is forecast to increase to 40,063¹ in 2036.

The City's urban density, its proximity to the CBD and focus on creating pedestrian friendly environments are positive features which facilitate access to services within the City.

The City of Norwood Payneham & St Peters has a higher socioeconomic profile than Greater Adelaide, however, it also has pockets of disadvantage as reported in the 2021 Census. Citizens who may need additional support to connect with the community may include those people:

- living on lower household income;
- living with a disability or caring for someone with disability;
- from culturally and linguistically diverse backgrounds; and
- with diverse gender or sexual identities.

In this regard, 23.8% of the City's population are low-income households and 4.6% are living in social housing.

Age Profile

Analysis of the data collected by the Australian Bureau of Statistics (ABS) for the most recent Census (2021) is provided in Table 1 below. Based on the 2021 Census there is a lower proportion of citizens in the younger age groups (i.e., under 17 years of age) and a higher proportion of people in the older demographic (over 60 years of age) than the Greater Adelaide region. There is also a larger proportion of people aged between 25 – 34 years.

The City has an ageing population with approximately 27% of its citizens over 60 years of age. This is slightly higher than the proportion of older people in the greater Adelaide Region (24%).

Table 1 Comparison of Age groups between the City of Norwood Payneham & St Peters and the Greater Adelaide Region.

Age Groups	Number of Citizens	Percentage	Greater Adelaide Percentage
Babies and Pre-Schoolers (0-4)	1,602	4.3%	5.4%
Primary Schoolers (5-11)	2,588	6.9%	8.2%
Secondary Schoolers (12 - 17)	2,382	6.4%	6.9%

¹ Population projections for South Australian Local Government Area 2016-2036 December 2019 Accessed at <https://data.sa.gov.au/data/dataset/population-projections-for-sa/resource/12c6e9db-b82e-431b-a389-6288ce506120>

Age Groups	Number of Citizens	Percentage	Greater Adelaide Percentage
Tertiary Education to Independence (18-24)	2,382	6.4%	6.9%
Young Workforce (25-34)	5,758	15.4%	14%
Parents and Home Builders (35-49)	7,179	19.2%	19.6%
Older workers and pre retirees (50-59)	4,650	12.4%	12.6%
Retired (Over 60)	10,068	27%	24.5%

Children

Approximately 4.3% of the population within the City of Norwood Payneham & St Peters are aged 0-4 years (1,602). This figure is projected to increase to 1,954 by 2036, which is an increase of 22%.

Approximately 5% of the population are aged between 5-9 years (1,859). This figure is projected to increase slightly by 3% (1,918) in 2036.

Young People

There are approximately 6372 young people aged 10 – 24 years residing in the City of Norwood Payneham & St Peters. This is projected to increase by 8% to 6,878 by 2036.

Older People

Based on the 2021 Census there are 10,068 citizens aged over 60. This represents 27% of the overall resident population. Over 50% of older people are aged over 70 years of age. The number of older people is projected to increase to 11,813 by 2036. This projection is consistent with a growing ageing population across Australia.

Household Composition

Analysis of the household composition and family types in the City indicates a trend of smaller family and household sizes..

There is a significant number of citizens living alone within the City. The proportion of citizens living alone in the City of Norwood Payneham & St Peters can in part be explained by the City's ageing population. Approximately 16% of the population are older citizens who live alone. This is an increase on the previous Census data whereby 14.3% of citizens living alone were over 65 years of age.

Cultural Diversity

The City of Norwood Payneham & St Peters has a culturally diverse population with more than 120 different ethnicities represented. In 2023, 31.1% residents were born overseas. Emerging trends

reveal that that in comparison to the 2016 ABS Census there has been an increase in the number of citizens from China (169) and India (397).

Overall, approximately 26% of the City's population speak another language and 3,3% do not speak English well. Approximately 8.2% of older citizens were born overseas. A proportion of these citizens are post war migrants from Italian, Greek and German background . There is also an increasing number of citizens who are from Chinese and Indian backgrounds

Aboriginal and Torres Strait Islanders

The 2021 ABS Census recorded that there were 222 citizens First Nations citizens residing in the City of Norwood Payneham & St Peters.

Citizens Living with Disability

The ABS 2021 Census revealed that 2,181 residents identified as requiring assistance due to disability in one (1) or more of the three (3) core activity areas of self-care, mobility and communication which is likely to last for more than six (6) months. Approximately 73% of citizens requiring assistance were aged over 60 years of age. With respect to citizens under 65 years of age 18% were aged between 20-59 years of age and 8% were aged between 0-19 years of age.

Based on the ABS 2021 Census, in the City of Norwood Payneham & St Peters there are approximately 4,138 carers who are providing unpaid assistance to a person living with a disability, long term illness or old age in 2021.

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Key Issues for Consideration.

The review of the Strategy has identified key issues that are relevant and have been taken into consideration in developing this Strategy. This included feedback from the community and information concerning trends relating to communication, information technology and other significant events that need to be taken into consideration in the development of this Strategy.

The Council has adopted the social model of disability. The social model of disability sees 'disability' as the result of the interaction between people living with impairments and an environment filled with physical, attitudinal, communication and social barriers. In this regard, rather than focusing on an individual's impairment, this model believes that barriers exist within the environments and that these barriers can limit some people's ability to fully participate in the community.

It is estimated that more than 10,000 citizens living in the City of Norwood Payneham & St Peters have specific access and inclusion needs including:

- citizens who live with a range of disabilities restricting everyday activities;
- families with children aged 0-4 years who are more likely to use strollers and prams; and
- people aged over 65 years of age who would benefit from improved access.

As mentioned previously, the Strategy whilst focusing on improving access and Inclusion for citizens living with disability also seeks to improve it for all citizens. It is therefore important that the Council continues to provide services and infrastructure for citizens at all stages of life and abilities in order to fully support and respond to community needs.

The City has a culturally diverse population, A proportion of these citizens are post war migrants from Italian, Greek and German backgrounds. There is also an increasing number of citizens who are from Chinese and Indian backgrounds. The Council will continue to ensure that its information, services and programs continue to be inclusive and provide information, services and programs that take into consideration their cultural and linguistic needs.

With respect to First Nations citizens, whilst this City has a comparatively small proportion of the City's population it is important to understand and respond to their needs so they can access services and remain connected to the community.

With the projected increase of children and in particular those aged 0-4years of age, the Council's recreational infrastructure such as parks and playgrounds, libraries and other facilities (i.e., swimming centres) and activities need to be accessible for children of all abilities. Families with babies and pre-schoolers have accessibility requirements in the community such as the requirement for mobility ramps, larger footpaths and lifts.

In respect to young people, whilst a significant proportion of young citizens are actively engaged through secondary or tertiary education, extracurricular activities or employment, this can mask the pockets of disadvantage and isolation that may be experienced by different groups. In this regard it is important to ensure that programs and events are accessible, affordable and inclusive for all young people.

The City has an ageing population. The projected increase in older citizens in the City reflects the entry of the next generation of retirees the *Baby Boomers* and *Generation X*. Both generations will live and work longer and have more active lifestyles than previous generations. Consequently, they are more likely to require services and programs which support them to remain more active and connected both socially and technologically.

Older people benefit from accessible facilities and infrastructure. Comments that have been received as part of the consultation process highlighted the importance of well-maintained, wide footpaths to improve access and reduce the risks of trips and falls. The increase in the use of mobility scooters and wheelchairs will also require wide and well-maintained footpaths, spaces and facilities.

Older people often experience the loss of social and family support which can result in social isolation and subsequently a decline in their well-being. The availability of convenient and accessible transport is as important as offering social activities to provide opportunities to make new or maintain existing social networks and relationships. It is therefore important that the Council continues to offer accessible transport and social activities.

Carers play an important role in our community, by providing unpaid care and support to family members and friends. It is important that there are support services and programs available in the community to ensure that Carers are supported in their roles. The Council's role in supporting Carers involves offering support services to the care recipient and promoting information on services and resources such as the Carer Gateway.

Access to services and information is increasingly offered through the Internet. It is notable that 15.6% of households in the City do not have internet access. Whilst this trend may be partially due to the City's ageing population, it also suggests that citizens who are financially disadvantaged may not have access to the internet at home.

The community consultation process highlighted the importance of people accessing information regarding services and ensuring that services were promoted effectively through a range of mediums (i.e., mail, print, social media and through various networks). With respect to communication, the Council has a comprehensive marketing and communications program which provides information to citizens in a range of formats which includes:

- hard copy;
- face to face;
- telephone;
- website; and
- social media.

The impact of technology is resulting in an increasing amount of information being made available online (ie Banking, Medicare, Positions Vacant and Centrelink). For those who do not have access to the internet (ie older citizens and lower income citizens) there is an opportunity for the Council to facilitate access to information available electronically. The Council's Library Service has a significant role to play in facilitating access to information by providing internet access to citizens and offering training on the use of computers and other devices such as mobile telephones and electronic tablets.

One of the key messages highlighted from the consultation process was for the Council to ensure it continued to distribute information in a variety of formats. This included multiple languages and online content with an audio option for citizens who are vision impaired, promotion of services to new residents and hard copies for those who have no access to the internet.

Other Issues for Consideration

There are past events and upcoming changes which will require consideration of what is required of the Council with respect to service and program delivery and the Council's *Access & Inclusion Strategy*. These events and changes include:

- In March 2020, the World Health Organisation declared the COVID-19 pandemic. In a short period of time, many local businesses were closed and there was increased unemployment and social isolation. Whilst the situation has improved social distancing has had a social impact and affected people's sense of social connectness and well-being. The Council has a significant role in facilitating and offering programs and events to enable citizens, particularly socially isolated citizens, to connect with each other.
- From October 2024, the State Government will be implementing its responsibilities under the National Construction Code which will ensure new liveability and accessibility standards for new homes across South Australia. The new accessibility standards will make it easier for citizens living with disability and older people to find suitable housing with improved entry and spaces insides homes such as wider doors and corridors. The Council will be required to administer the new standards to new home building approvals.
- The Australian Government is in the process of developing a new aged care service model. The model is based on the Age Care's Commission recommendations with respect to how Home Care Packages and Commonwealth Home Support Services will be delivered in the future. From 1 July 2025, it is expected that a new in-home support service will be implemented. There will be significant changes for providers and based on these proposed changes the Council will need to review and determine what services and programs it will offer in the future in addition to ensuring that there are other service providers available to deliver services locally to citizens requiring support at home.
- The South Australian Government is currently reviewing the State *Disability Inclusion Act (2018)* and the State Disability Access & Inclusion Plan *Inclusive SA 2018-2023*. The *Disability Inclusion Act(2018)*, legislation requires the Council to develop an Access & Inclusion Plan and includes information with respect to the legislative requirements concerning what the Plan needs to consider along with requirements for community consultation and reporting. There may be actions for local government authorities to consider and incorporate in their respective plans .Given the review of the legislation and State Plan this *2024-2028 Access & Inclusion Strategy* may require review in the near future.

3. Consultation Process

It is a legislative requirement under the *South Australian Disability Inclusion Act (2018)*, to report on the consultation process that was enacted as part of the developing this Strategy. The Council engaged Healthy Environs to facilitate the community engagement stage of the *Access & Inclusion Strategy*. The process undertaken for community engagement is set out below in Diagram.1.

Diagram.1 Process for Community Engagement



The community engagement process for the development of the strategy included both online, face to face meetings and group consultations with citizens ,staff and stakeholders. A total of 78 people contributed feedback for the development of the Strategy.

Staff Workshop

A Staff Workshop was held on 9 December 2022, with staff representatives from across the organisation. The Workshop aimed to build the capacity and motivate staff members to support access and inclusion for all citizens within the City of Norwood Payneham & St Peters. The Workshop was also intended to gain perspectives on access and inclusion actions and priorities at the local level and understand its relevance to different Council Sections/Departments.

The following Council Departments were represented at this Workshop:

- Corporate & Community Services;
- Governance & Civic Affairs;
- Urban Planning & Environment;
- Urban Services; and
- Chief Executive's Office.

Fifteen (15) staff attended the workshop. The four (4) pillars of the South Australian Disability Inclusion Plan were used to assess the current trends, issues and identify opportunities for improvement.

Council staff were again consulted during the development of the Strategy to obtain feedback with respect to the actions that could be included to respond the areas of need .

Access & Inclusion Survey

An Access & Inclusion Survey was developed and launched online from 14 December 2022. The survey could be completed online through the Council's Website or by downloading a printable version. Copies

of the survey were also available at the Norwood Town Hall and the Council's three (3) libraries. The community was invited to contact the Council's Community Services staff if they required assistance or interpreters to complete the survey.

The survey questions were designed to explore access and inclusion issues and opportunities for improvement in Council owned facilities and services and information and feedback.

A total of 34 citizens completed the survey. The respondents' profile reveals that the community members who responded were:

- residents;
- citizens living with disability;
- interested community members; and
- aged over 65.

Community Forum

A Community Forum for the public and external stakeholders was held on 8 February 2023. The forum was facilitated by Healthy Environs. The Community Forum was promoted to citizens listed on the Council's *Access & Inclusion Engagement Register*, citizens who had received services from the Council's Home Support Program the Council's community consultation platform and social media channels as well as through Council venues and services (i.e., Norwood Town Hall, Payneham Community Centre and the Council 's Libraries). A range of External Stakeholders were also invited to attend the Community Forum.

The forum included the following:

- discussions about what access and inclusion means;
- group discussions about the trends and issues associated with the Council facilities, services and communication;
- reflections about opportunities to improve access and improvement for all; and
- suggestions of a City vision for access and inclusion for all.

Sixteen (16) people attended the forum, including representatives from the Norwood Residents Association, Housing Choices South Australia, Direct Care Australia, DLI Choices for Living, Women's Community Centre and the Department of Human Services SA.

4. Strategic Context

Alignment with Strategic Plans

CityPlan 2030 Shaping our Future

The *2024-2028 Access & Inclusion Strategy- A City for all Citizens* aligns with the Council's Strategic Management Plan *CityPlan 2030 Shaping our Future* and contributes to the Outcome of Social Equity which includes the following objectives:

- convenient and accessible services information and facilities;
- an engaged and participating community;
- a people friendly integrated and sustainable transport network: and
- a strong healthy resilient and inclusive community.

Better Living Better Health 2020-2025

Better Living Better Health 2020-2025 is the second Eastern Regional Public Health Plan for the constituent Councils of the Eastern Health Authority and builds on the previous plan *Better Health, Better Living 2014-2018*.

Better Health and Better Living 2020-2025, develops regional strengths and addresses regional challenges. The Council's *Access & Inclusion Strategy* plays an important role in supporting the outcomes of the Eastern Regional Public Health Plan by ensuring that services, facilities, and programs are accessible and inclusive for all citizens.

National Disability Strategy 2021-2031

The *National Disability Strategy* represents a commitment by all levels of Government, industry and the community to a unified, national approach to policy and program development. This approach will ensure that citizens living with disability can access equal and inclusive opportunities.

The outcomes and actions identified in the Council's Strategy are aligned with the outcomes of the *National Disability Strategy 2021-2031*:

- Employment and Financial Security;
- Inclusive Homes and Communities;
- Safety, Rights and Justice;
- Personal and Community Support;
- Education and Learning;
- Health and Wellbeing; and
- Community Attitudes.

Inclusive SA

Inclusive SA is the South Australian Government's Disability Inclusion Plan which aims to address access and Inclusion for all South Australians living with disability. *Inclusive SA* sets out a range of

actions to achieve accessible and inclusive outcomes some of which are applicable to Local Government. *Inclusive SA* is currently being reviewed for the purpose of developing the next State Disability Access & Inclusion Plan. The Council's *2024-2028 Access & Inclusion Strategy* will need to be reviewed again when the new *Inclusive SA* has been released to consider any actions that are relevant for Local Government .

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5. Framework for the Access & Inclusion Strategy

This strategy sets out the Council's approach to planning and service delivery for an accessible and inclusive City.

The Council will help to achieve an accessible and inclusive City by:

- raising awareness and understanding of disability and related needs of the community;
- creating accessible environments to ensure that citizens of all abilities, can access the Council's facilities and services;
- contributing to the provision of information services regarding Council services and facilities; and
- facilitating and supporting initiatives provided by community and service groups that provide opportunities for all citizens to participate, particularly those living with disability.

This Strategy identifies five priority areas for the Council to focus on:

- accessible environments;
- inclusive communities;
- effective and accessible information;
- informed and supportive work environments; and
- collaboration and leadership.

Principles of this Strategy

This Strategy is based on the following principles for all citizens:

- to have the same fundamental human rights, responsibility and the same right to autonomy.
- individual worth and dignity;
- have the right to participate in social and economic life and economic life and where appropriate should be supported to do so;
- to have the right to realise social, sexual, reproductive, emotional and intellectual capacities;
- to have the right to make decisions that affect their lives, including decisions involving risks to the full extent of their capacity;
- to have the right access to information in appropriate forms which takes into consideration their cultural background to enable them to make decisions;
- to be respected for cultural or linguistic diversity, age, gender, sexual orientation and religious beliefs.
- to have the right to privacy and confidentiality;
- to have the right to live free from neglect, abuse and exploitation;
- to have the right to pursue complaints and access justice;
- acknowledgement of and respect for the crucial role of families, carers and significant persons.
- to have the right to freely engage with family, social and friendship activities;
- to respect the needs of children as they develop and their rights as members of the community are respected ; and
- acknowledgement of and respect for the abilities, strengths, goals and needs of people living with disability

Priority 1 – Accessible Environments

Goal – The Council will seek to strategically identify and address issues relating to physical access, vision and hearing impairments .

Outcome	Action	Responsibility	Time Frame
Citizens of all ages and abilities and cultures have equitable access to facilities, open space and services offered by the City.	To include consideration of Universal Principles of Design at the Master Planning (or planning) stage of all project's services and programs.	Strategic Projects	Ongoing
	To continue to maintain existing accessible facilities, open space and other assets.	City Services	Ongoing
	To respond to community feedback to address access issues such as trip hazards or damage to footpaths.	City Services	Ongoing
	Provide compliant mobility ramps and tactile indicators as part of new capital or renewal works.	City Assets	Ongoing
	Undertake Access Audits of Council owned facilities.	City Assets	December 2026
	To ensure all projects incorporate best practice design for Access & Inclusion	City Projects	Ongoing
	The Payneham Memorial Swimming Pool redevelopment to be an example of best practice in accessibility and inclusion.	City Projects	March 2025

Outcome	Action	Responsibility	Time Frame
Citizens of all ages and abilities and cultures have equitable access to buildings, open space and services offered by the city.	<p>Develop a map of accessible toilets and car parks.</p> <p>Based on the mapping of accessible toilets and car parks review the need and where applicable locations for additional Accessible Car Parks.</p>	Community Services Communications	<p>December 2024</p> <p>June 2025</p>
	To research Apps available to assist citizens to locate Accessible Parks within the City of Norwood Payneham & St Peters.	Community Services Information Technology	June 2024
	Review the provision of accessible car parks as part of upgrade works for infrastructure such as parks and facilities..	City Projects	Ongoing
	To ensure that lifelong learning, social and wellbeing programs are delivered in venues that are accessible.	Libraries Community Services	Ongoing
	To administer the Liveable Housing Standards. These standards are part of the National Construction Code and are designed to improve accessibility of new houses (i.e reducing the need for steps, larger doorways).	Urban Planning	December 2024
	To provide information on best practice with respect to access and inclusion to Business Precinct Members.	Community Services	Annually

Outcome	Action	Responsibility	Time Frame
Citizens of all ages and abilities and cultures have equitable access to buildings, open space and services offered by the City.	To continue working with businesses and users to encourage and regulate clear paths of travel for pedestrians.	Regulatory Services	Ongoing
	To investigate installation of Hearing loops in the Council Chambers and Concert Hall.	Urban Services	June 2024

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Priority 2 - Inclusive Living and Lifestyle

The Council will facilitate and support initiatives that promote inclusiveness and enhance the lifestyle, health and safety of all citizens.

Outcome	Action	Responsibility	Time Frame
All citizens have the opportunity to participate as valued members of the Community.	Continue to offer a range of inclusive lifelong learning, social and well-being activities .	Library Services Community Services Community Arts Youth Development Events	Ongoing
	Review and determine the strategic direction of the Council's home support services and programs for older people.	Community Services	May 2024
	Continue to maintain and improve the accessibility of library collections and equipment to meet the needs of all citizens.	Library Services	Ongoing
	Ensure that the St Peters Childcare Centre Preschool continues to consider and respond to the individual and specific needs of children living with disability and from diverse cultures attending the centre.	St Peters Childcare Centre	Ongoing

Outcome	Action	Responsibility	Time Frame
All citizens have the opportunity to participate as valued members of the Community.	To investigate an accessible Exhibition in conjunction with the History Trust of South Australia, Access2arts and/or Arts SA.	Community Arts	December 2024
	Provide opportunity for event hirers of the Norwood Concert Hall to be able to access and hire a temporary ramp so participants with disability can access the main Concert Hall Stage .	Arts Culture and Community Connections	Ongoing
	Ensure services and programs take into consideration the cultural and linguistic needs of First Nation and Culturally and Linguistically Diverse citizens.	All Departments	Ongoing
	To create community connections through developing and offering cross generational and cultural programs and events.	Library Services Community Services Arts Youth Development Cultural Heritage Events	Ongoing
	To engage aged care facilities, disability providers and advocacy agencies about the types of cultural heritage and art display activities and other programs that would be suitable for their recipients.	Community Services Arts Culture and Community Connections	June 2024

Outcome	Action	Responsibility	Time Frame
All citizens have the opportunity to participate as valued members of the Community.	To continue to explore and develop strategies and actions to improve the inclusiveness of programs, facilities and events.	All Departments	Ongoing
	To provide options for flexible application formats for community funding, artists commissions and exhibition program expression of interests.	Arts Culture and Community Connections	December 2024
	Ensure that Council events are held at accessible locations.	Events	Ongoing
	Create an exhibition Style Guide for Cultural Heritage and Art Exhibitions which includes font sizes, colour and type.	Cultural Heritage Community Arts	July 2024
	Incorporate accessibility measures into the planning for all events.	Events	Ongoing
	To offer sensory friendly sessions at the Payneham Memorial Swimming centre (when it reopens) and Norwood Swimming Centre.	Arts Culture and Community Connections	July 2026

Outcome	Action	Responsibility	Time Frame
All citizens have the opportunity to participate as valued members of the Community	To ensure the safety needs of vulnerable groups of people are embedded in programs, service delivery and the design and management of Council facilities.	All Departments	Ongoing
	Where possible ensure that Council services programs and events are affordable.	Council	Ongoing
	To offer tailored computer training targeting older people and citizens on low income	Libraries	June 2024

Priority 3 - Effective and Accessible Information

Goal -The Council will provide information to increase the awareness of accessible facilities and support and lifestyle opportunities for all citizens.

Outcome	Action	Responsibility	Time Frame
All citizens have equitable access to information on Council services, facilities and lifestyle opportunities	To create a hard copy resident's information kit for new citizens moving to the City of Norwood Payneham & St Peters.	Citizen Services Community Services	June 2024
	To provide information via the Council's website on the accessibility features of Council's facilities.	Communications	June 2024
	To promote the Council's contact details and process for providing feedback on access issues (i.e., footpaths, trees and facilities) in the Community.	Communications	March 2024
	To promote electronic App to the community which can be used to report access issues (ie footpath hazards and trees) to the Council .	Communications	March 2024

Outcome	Action	Responsibility	Time Frame
All citizens have equitable access to information on Council services, facilities and lifestyle opportunities.	To consider whether information concerning footpath maintenance and roadworks can be published on the Council's website so the community can be made aware when works may interrupt access to footpaths.	City Services Communications	December 2025
	To promote the Access & Inclusion web tools that are compatible with the Council's website and can assist Citizens with vision impairment to access the Council's website.	Communications	March 2024
	For all videos loaded on the Council's website to include a transcript of the video.	Communications	Ongoing
	To ensure information provided by the Council promotes advice regarding how to access translations where possible.	Community Services and Communications	Ongoing
	To provide information to business owners and operators (via Electronic Newsletter) on the new Access & Inclusion Strategy.	Economic Development Community Services	June 2024

Priority 4 - Informed and Supportive Workforce

Goal – The Council will seek to create a culture of awareness, respect and support for all citizens living and visiting the City of Norwood Payneham & St Peters

Outcomes	Actions	Responsibility	Time frame
An inclusive and accessible organisational culture	Every effort will be made to accommodate employees of all abilities, cultures and gender orientation working at the City of Norwood Payneham & St Peters.	Office of the Chief Executive	Ongoing
	To provide a range of diverse Volunteering opportunities to the Community.	Volunteer Services	Ongoing
	To recruit volunteers based on their abilities, interests and attributes relevant to the role. Practical adjustment of the roles can be made to improve the Volunteers capacity to participate.	Volunteer Services	Ongoing
	To include training topics and refresher training on Access & Inclusion as part of the Council's Corporate Training Program.	Office of the Chief Executive	Ongoing

Outcomes	Actions	Responsibility	Time frame
An inclusive and accessible organisational culture	To provide training or information on Access & Inclusion to Volunteers.	Volunteer Services	Ongoing
	To provide refresher training on Access & Inclusion to Elected Members.	Community Services	December 2024

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Priority 5 – Collaboration and Leadership

Goal – To develop and strengthen connection and partnerships with the community and other organisations in the region to improve access and inclusion outcomes for all citizens.

Outcome	Action	Responsibility	Timeframe
The Council collaborates with community members, State Government and other organisations to improve the quality of access and inclusion outcomes.	Regularly engage, network and partner with other Local Government and State Government agencies.	Community Services	Ongoing
	Develop information on support Services (including accommodation) for citizens at risk of homelessness.	Community Services	March 2024
	Develop and deliver a workshop to engage community groups with the aim of facilitating the promotion of programs and services through creating community networks.	Community Services	June 2024
	To develop community networks to assist to promote Council services, programs and events.	Community Services	December 2025

Outcome	Action	Responsibility	Timeframe
The Council collaborates with community members, State Government and other organisations to improve the quality of access and inclusion outcomes.	To review the framework for the Access & Inclusion Engagement Register.	Community Services	June 2024
	To identify opportunities to deliver access & Inclusion programs in partnership with local service providers.	Community Services	Annually
	To increase membership to the Access & Inclusion Engagement Register.	Community Services	Ongoing
	To improve engagement of the Members of the Access & Inclusion Engagement – Offer opportunities for Members to have their say at the Master planning stage of Major Projects.	Community Services	December 2027
	To continue to support young people in particular those living with disability to participate in decision making.	Youth Development	Ongoing
	Investigate and implement processes to support citizens living with disability to participate in Council Community Engagement Activities.	Community Services	June 2026

Outcome	Action	Responsibility	Timeframe
	To review the State's Disability and Inclusion plan (once it has been updated and released) to identify whether there are any actions that need to be included in Council's Access & Inclusion Strategy.	Community Services	December 2024
	To promote Council's achievements in relation to best practice in Access & Inclusion outcomes.	Communications	Ongoing

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6. Performance Measures

Priority 1 Accessible Environments	
The level of community satisfaction with access to services and facilities.	<p>Achieve a resident perception rating higher than the average of the previous four(4) Council Community Survey.</p> <p>Achieve a business perception rating higher than the average from the previous four(4) Council Community Surveys .</p>
Priority 2 Living and Lifestyle	
The level of satisfaction with how inclusive services and programs are,	Achieve a resident perception rating higher than the average of the previous Council Community Survey.
Library users have access to a range of equipment (ie large print books, audio books, readers and iPad) that provides access to library services.	A range of accessible items and equipment is maintained and where new technology is available reviewed and upgraded as required.
The number of lifelong learning and wellbeing programs that are offered by the Council	Maintain the number of lifelong learning and well-being programs offered .
The level of community satisfaction with safety	<p>Achieve a resident perception rating higher than the average from the previous four years .</p> <p>Achieve a business perception rating higher than the average from the previous four(4) surveys</p>
Priority 3 Effective and Accessible Information	
<p>The Council offers a range of accessible information to citizens of all abilities.</p> <p>To promote the availability of translated Services in Council brochures and newsletters.</p>	<p>Council's publications are accessible to citizens who are visually impaired</p> <p>Number of new residents kit issued .</p> <p>Number of information brochures available to the community is maintained.</p> <p>All brochures and publications provide advice on how translated copies can be accessed.</p>

	Number of translated brochures available to the community .
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Priority 4 Informed and Supportive Workforce	
Number of Staff and Volunteers who have participated in disability awareness training	100% of staff have completed Disability Awareness Training . Refresher Disability Awareness Training is offered to Volunteers ever two(2) years. By 2026 90% of Volunteers have received Disability Awareness training
Number of training programs offered to staff and Volunteers on Access & Inclusion topics.	A minimum of 2 training topics will be offered per year to Staff and Volunteers .
Percentage of Elected Members that have participated in Disability Awareness training.	100% of Elected Members have attended Disability Awareness training

Priority 5 Leadership and Collaboration	
Number of Access and Inclusion Community Members on the Access & Inclusion Register .	Year upon year increase in the number of active members on the register
Number of Access and Inclusion initiatives delivered in partnership with another organisation	A minimum of one(1) initiative carried out in partnership with another organisation per year.
Level of promotion of Council's Initiatives which are best practice in Access & Inclusion .	At least one(1) article per year is published in Look East or on the Council Website

7. Implementation and Reporting

The *2023 -2028 Access & Inclusion Strategy – A City for All Citizens* will be monitored, evaluated and updated.

Reports from responsible managers will provide information regarding the performance measures and inform an Annual Report to the Council. The Annual report to Council will also include the status of actions.

The current review of the *State Disability Inclusion Act (2018)* and *State Disability Access & Inclusion Plan* may require additional mandatory actions in the *2024 -2029 Access & Inclusion Strategy- A City for All* . In this regard the Council's Strategy may need to be reviewed and updated.

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Attachment B

Draft 2024-2028 Access & Inclusion Strategy

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**



Access & Inclusion

2023 Consultation Report



City of
Norwood
Payneham
& St Peters





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Introduction

The City of Norwood Payneham & St Peters aspires to be “an inclusive, connected, accessible and friendly community”.

With a population of 37,056 residents of diverse backgrounds and abilities, the Council recognises the need to be flexible and responsive to the needs of its citizens and those who work, study or visit the City. *The Disability Inclusion Act 2018* requires the Council to have a plan or strategy in place to respond to access and inclusion issues. The Council also has legal responsibilities under the *South Australian Equal Opportunity Act 1984* to provide accessible premises and services.

The Council’s ‘Access & Inclusion Strategy – A City for All Citizens 2018–2022’ was adopted by the Council in 2018. Over the past four years the Strategy has been implemented through an associated Action Plan and is now due to be reviewed.

As part of the review community engagement was undertaken to explore the trends and access and inclusion issues that need to be considered in the next version of the Council’s Access & Inclusion Strategy. The development of the Council’s Access and Inclusion Strategy 2023–2028 is an opportunity to develop a holistic approach to embracing inclusion across the City and to further align with the Council’s Strategic Plan *CityPlan2030* and its aspiration to be: “An inclusive, connected, accessible and friendly community”.

Healthy Environs Pty Ltd was engaged to facilitate the community engagement on behalf of the Council.

Acknowledgement

The City of Norwood Payneham & St Peters would like to thank Healthy Environs for facilitating and supporting the Council in developing its draft 2023–2028 Access & Inclusion Strategy. The Council would also like to thank the citizens, stakeholders and staff who participated in the community engagement process. Your knowledge and feedback have been integral to the development of the updated Council’s Access & Inclusion Strategy.

Consultation Process

The purpose of the Access & Inclusion 2023 Community Engagement Report is to present to the Community a summary of ideas and comments which were received during Stage 1 of the community engagement process.

Stage 1 Methodology Overview

The Stage 1 community engagement included the following components:

1. Project Initiation and Engagement Scoping.
2. Accessible and Inclusive Communities Survey.
3. Internal Workshop with Staff.
4. Inclusive Communities Consultation Workshops with Citizens and External Stakeholders.
5. Elected Members Information Session.
6. Development of the Report.

The draft Access & Inclusion Strategy 2024–2028 is based on the information provided in this report.

Consultation Approach

Internal Council Workshop

An inclusive culture is found when respect, equity, and positive recognition of differences are valued and supported. In this regard it is important that the Council promotes a culture within the organisation where all staff support access and inclusion, regardless of their role and experience with disability and diversity. Access and inclusion for all requires a focus on infrastructure-related access and full social and economic participation for citizens of all abilities and backgrounds. A whole of Council approach was applied to identify opportunities for improvement to access and inclusion across the organisation.

A Workshop with staff was held on 9 December 2022. The workshop, facilitated by Healthy Environs, aimed to build the capacity and motivation of staff to support access and inclusion for all within the City and to gain an Insight into access and inclusion actions and priorities at the local level relevant to the different Council Departments.

Participants assessed the current trends and issues in access and inclusion against the four pillars of the South Australian Disability Inclusion Plan (Inclusive Community for All; Leadership and Collaboration; Learning and Employment, and Accessible Community)¹. New opportunities and strengths to build upon as part of the Council's Access and Inclusion Strategy were also identified.

¹ *Inclusive SA – State Disability Inclusion Plan 2019-2023, Government of South Australia*

Accessible and Inclusive Communities Survey

A survey was developed and launched online from 14 December 2022 to 19 February 2023, for citizens to provide comments on access and inclusion in the City. The survey could be completed online or by downloading a printable version. Hard copies were also available via the Council's Citizen Services Unit. Citizens were invited to contact Council staff directly if they needed assistance or required translation services.

Inclusive Communities Forum with External Stakeholders and the General Community

A Community Forum was held on Wednesday 8 February 2023, and was open to the general community and external stakeholders.

The following principles were integrated into the design of the Council's Community Forum:

- do no harm;
- create safe spaces;
- offer activities that are thoughtful and take into consideration the differences between citizens', desire, or ability to share their opinions in an open environment; and
- create an environment free of judgement and non-competitive in nature.

Healthy Environs facilitated the Forum ensuring that it remained inclusive and interactive, and adopted a strengths-based approach (that is the participants were the experts, and their thoughts and ideas were the reason for coming together). The Forum sessions included:

- personal perspective discussions where each participant was invited to introduce themselves and share what access and inclusion meant to them;
- group discussions about what they considered the trends and issues were with respect to access and inclusion of the Council facilities, services and information;

- reflection by participants regarding opportunities for improvements with respect to access and inclusion; and
- suggestions for a vision statement for the Access & Inclusion Strategy.

Total Number of People Engaged

74 people participated in the recent community consultation process, comprising 34 survey respondents, 19 forum contributors and 21 staff members.



Promotion of Community Engagement

1 December 2022

An article was placed in the Community Care Services Newsletter regarding the opportunities for engagement on the Access & Inclusion Strategy. The Newsletter was distributed via Mail to 700 citizens.

12 December 2022

An email was sent to members of the Council's Access & Inclusion Engagement Register inviting them to the community forum and advising them how they can participate in the consultation. This email was followed up by telephone calls from the Manager, Community Services in February 2023.

14 December 2022

The Council's website project page and survey was opened.

Promotion of Access & Inclusion survey through a Bookmark which is distributed by town hall and libraries.

A3 posters were displayed at the Norwood Town Hall, Norwood Library, St Peters Library and Payneham Library



Social Media engagement

3 announcements were posted to the Council's Social Media Platforms.



15 December 2022

A video from Mayor Bria, titled Access & Inclusion Strategy—a Message from the Mayor, was posted on the Council’s You Tube Account promoting the community engagement opportunities. A link to the video (including transcript of the video) was provided on the Council’s Access & Inclusion Community engagement website page.

February 2023

An email advising of the upcoming community engagement opportunities was sent to 72 community groups, high schools, mental health service providers, aged care providers, housing and disability providers. Stakeholders were selected to provide representation of a diverse range of abilities, backgrounds and cultures both at the State and Local level.

16 December 2022 - Facebook

Post Impressions 142
Post Reach 137
Post Engagement 3

16 December 2022 - LinkedIn

Post Impressions 423
Post Engagement 12

17 December 2022 - Instagram

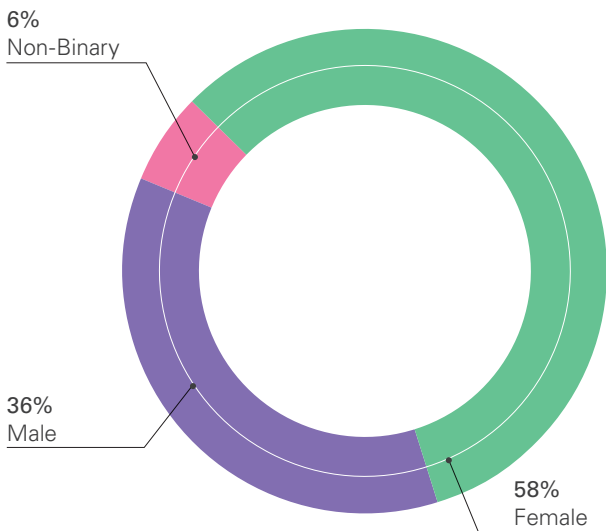
Post Impressions 211
Post Reach 195
Post Engagement 4

Consultation Findings

Access & Inclusion Survey

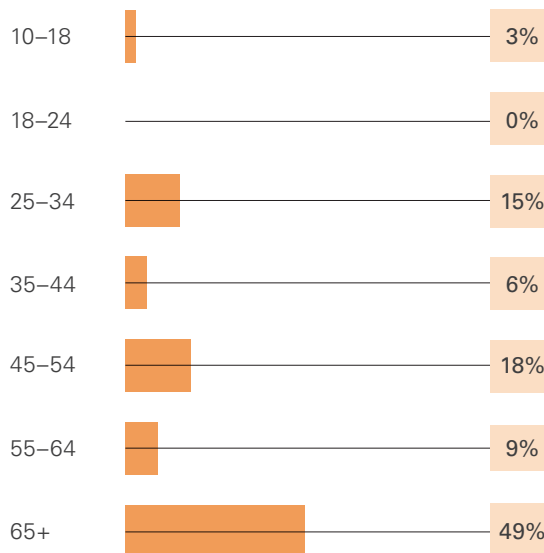
Gender Representation

Notably, there is gender disparity in the participation of the survey, with a higher response rate from females (57.58%) compared to males (36.36%). Understanding the factors influencing this difference is crucial for ensuring a more equitable representation in future engagements.



Demographic Ageing

Nearly half of the respondents (49%) were aged 65 and above, highlighting the presence of a significant elderly demographic. This underscores the importance of prioritizing services and facilities that cater to the unique needs of seniors, such as healthcare, accessible transportation and recreational options.



Cultural and Linguistic Diversity Outreach

10%

Culturally Linguistically Diverse backgrounds

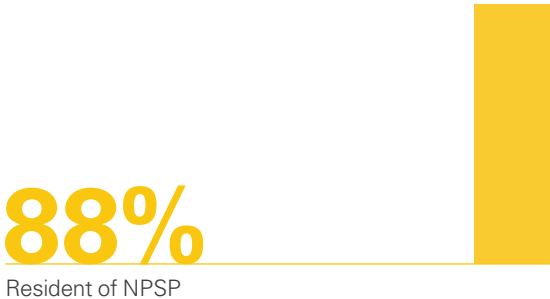


90%

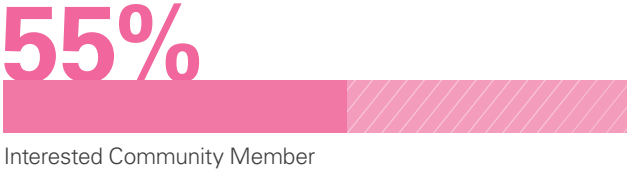
English as first Language

Engagement Profile

88% of survey participants are local citizens, reflecting a robust level of community engagement and a strong inclination toward civic involvement. This highlights a proactive community keen on contributing to decision-making processes.



Inclusivity for Individuals with Disabilities



² Self-Describe terms include -Older low-income person, older & with health problems, chronic health problems, Had temporary Disability and someone who plans to live in Norwood In their twilight years

Survey Results

How Accessible is our City?

Approximately 39% of respondents identified that the City was accessible. 34.78% were undecided and 26.09% of the residents indicated that the City was not accessible.

Suggestions to improve accessibility included:

- traffic calming devices on various residential streets;
- monitoring Parking of Disability Parks;
- better Web feedback function and complaint registration;
- wider footpaths to allow for foot traffic whilst ensuring cafes and retailers can continue to use the footpath for business;
- uneven footpaths need attention (ie tree roots and grade of paths);
- ensure entrances to shops are accessible;
- footpath survey to assess compliance with accessibility standards;
- more disability parking and make sure they are wide enough to open doors fully with good safe access from the park;
- introduction of parking arrangements for Edward Street in the block from William Street to Kensington Road to assist people living with disabilities and limit parking for non-residents;
- pedestrian refuges for crossing busy roads and ensure they are suitable for wheelchairs;
- better access to Ward Councillors;
- more public seating which facilitates walking;
- removal of scooters from footpaths;
- consideration of accessibility requirements at the planning stage of projects;
- shops that older people would want to frequent; and
- ensuring all steps have a yellow line on the edge where public access is required

How accessible are our Facilities?

Participants were asked to rate how accessible Council facilities and infrastructure were. The results illustrated below provides the percentage of respondents that identified the facility or infrastructure that had access issues that required improvement. Public toilets, footpaths and bicycle paths were the three main categories that were identified as needing improvement.



Libraries



Norwood Concert Hall



Norwood Town Hall



Swimming Centre



Sporting Facilities



Public Toilets

25%



Parks and reserves

25%



Public Car Parks

56%



Walking Paths and bicycle tracks

75%



Footpaths

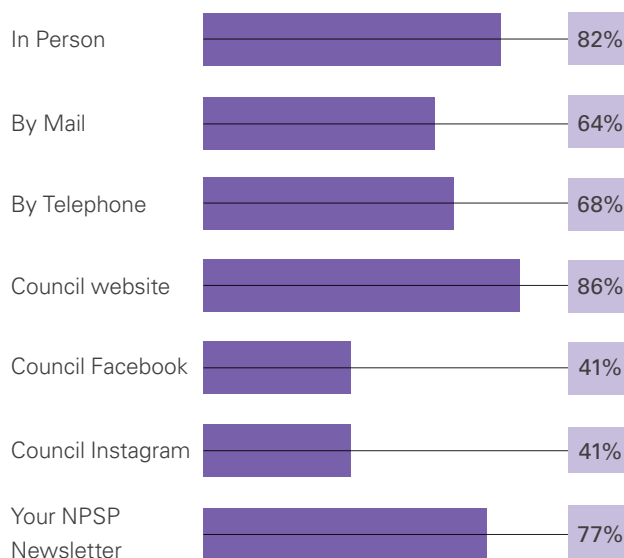
There were a range of access issues identified with these facilities. They included:

- few resting spots /public seatings for older people or people with disabilities;
- parking generally is difficult to find;
- insufficient Accessible Carparks that are sufficiently close to entries of facilities or wide enough;
- trees overhanging the pathway;
- tradespeople vehicles parked across driveways;
- uneven, narrow footpaths with tree roots, nuts and lifted pavers contributing to trip hazards;
- some residents dispose of hard rubbish near the footpath in ways that block access;
- Norwood Oval no free access for public use;
- poorly constructed kerb causes wheel chair to stop suddenly;
- some parks (Hutchinson Park) lack toilet facilities;
- many shops and office frontages along The Parade don't have adequate access i.e. rails ramps;

- Norwood Pool does not have a ramp for wheelchairs;
- combining male and female accessible toilets—important to consider single sex accessible toilets;
- footpaths with high slopes make it difficult to push wheelchair along footpaths; and
- all day parking by non-residents makes it difficult to access taxis and put bins out.

Accessing Council Information

Considering all the methods that citizens access information,



between 66% to 77% found accessing information easiest either in person, by mail, telephone or through the Council's Website and e-Newsletter.

82.61 % of respondents found Council information such as Look East, rates, promotional information and the Council website easy to read. For those who identified that these mediums were not easy to read the following issues were identified:

- not enough information provided in the Council's Look East Magazine;
- website search function is inadequate;
- print too small; and
- ensuring that information is still sent via mail as not everyone has access to internet.

Providing Feedback to the Council

58.33% of respondents found it easy to provide feedback to the Council, however 63% were of the opinion that the Council did not take their feedback into account. With respect to suggestions concerning how the Council could improve the way it manages feedback the following comments were provided:

- allow people to provide anonymous/generalised feedback in addition to more formal consultation approach;
- improved communication by the Council to the ratepayers via a 4-page letter bi monthly. This can be distributed via Libraries and Council Offices;
- provide ample notice for consultations to allow people with disability to be able to plan around support workers and other services;
- consultation is not "telling residents what we've decided to do and them doing it, regardless of feedback";
- feedback on consultation seems more of a tick box rather than a genuine attempt to respond to community concerns;
- take feedback in a positive, don't be defensive; and
- communicate what you have done with the feedback.

How inclusive is our City?

45.46% of respondents were of the opinion that the City was inclusive, 45.45% were undecided and 9% disagreed that the City was inclusive. Ideas proposed by respondents to make the City more inclusive included:

- encourage the return of smaller shops with diverse ethnic backgrounds and goods and services;
- budget for more Disability Carparks in The Parade shopping centre and negotiate with Norwood Place for extra Disability Carparks;
- it is difficult to be inclusive if physical access is limited. People living with disability may feel reticent to approach the Council about activities offered;
- provide more accessible information;
- focus on making the City liveable for its older citizens and citizens living with disabilities, diverse cultures and families with young children;
- more diverse cultural activities more (i.e., Chinese Lunar New Year);
- Council staff to speak to groups about current issues and services rather than waiting until you have a request;

- if wanting to contribute or be involved in the community support is difficult to find (i.e. NDIS is limited in the help it can provide due to staffing issues and time needed to help in advance);
- be more proactive about promoting Council services and programs and have open meetings;
- have more facilities in parks and gardens (toilets, table and benches);
- listen to feedback on accessibility and inclusion and take feedback on board;
- given trends that have had an impact on citizens lives (ie COVID-19, climate change and housing crisis) think outside the square of how to do things and what to offer; and
- be positive and respectful of all people.

Do You feel included in our community?

47.83 % of respondents felt included in the community by being involved in Volunteering, a social group or sports group or participating in Council Program or activities. 52.17% did not feel included. The reasons why some respondents did not feel included:

- health problems or age and unable to participate;
- unaware of opportunities to participate; and
- lack of local opportunities to participate.

"I feel that Council already does a great job offering free/inexpensive activities which give all citizens opportunities to be together regardless of gender, skin colour and language"

Staff Workshop Findings

Comments from the Staff Workshop are grouped according to the four South Australian Disability Inclusion Plan Pillars:

Inclusive Community for all

Despite the high proportion and diverse range of Council natural settings (i.e. parks, riverside), community facilities, events and activities where the community can be involved, some access issues, such as the conditions of the walking and cycling infrastructure or access to some facilities (i.e. Norwood Swimming Centre) still impede access to a segment of the population.

Participants suggested the need for a gap assessment to identify areas of need. In addition, given the diversity of cultures and languages within the community and the ageing population, staff suggested that the Council needed to improve the community's understanding and awareness about access and inclusion. This included promoting the rights of people with a disability.

This may involve considering opportunities such as using different marketing approaches (i.e. social media, new technologies, word of mouth), advocating for best practices, better engagement of the community to better understand citizens living with disability and other groups' needs and aspiration. Another suggestion included providing relevant information about access to Council's services and events (i.e. 'How to Find the Relevant Information').

Learning and Employment

A variety of services available in the City provide the community with opportunities for lifelong learning and skill development through volunteering and support in navigating the pathway between learning and earning (i.e. libraries, child care centres, private and public schools, aged care facilities, Commonwealth Home Support Programme).

The Council's Volunteer Program is well developed. The three (3) libraries offer various outreach programs (i.e. children's programs and community languages). Suggestions for improvement included the provision of sufficient resourcing and staffing to support work experience, improvements to the physical workplace access, and access to employment such as providing traineeships for graduates and support for the unemployed.

Accessible Communities

The City's high density, its proximity to the Central Business District and the heavily pedestrian-dominated environment are positive features to facilitate access to services within the City.

Staff identified issues such as limited public transport options and car parking, uneven footpaths and the difficulty of enhancing accessibility for heritage-listed structures. These obstacles might hinder certain citizens from accessing community services and facilities.

Despite a comprehensive marketing and communication program (using new technologies, translation, publications, multiple contact options and services centres) isolation, misinformation and technology gaps still exist, especially within the aged population. Suggestions for improvement from staff included:

- having multiple language online content with an audio option for people who are vision impaired;
- service promotion to new residents: and
- specific measures for the aged population (i.e. policy/ action plan, inter-generational programs, resources for better ageing).

Leadership and Collaboration

The Council is already committed to collaborating with the community through its consultation processes which includes the Kurna people and its high profile of volunteering.

However, community engagement still needs to be improved despite this approach. It was identified that there can be some improvement in the engagement of some portions of the community. Opportunities to improve community participation and engagement include making citizens feel valued by actioning their feedback or supporting them to take action. Other areas of improvement identified included promoting success stories, targeting isolated and marginalised groups, and organising local expert panels for specific projects.

Staff suggested that these measures should be completed by the Council's internal leadership group (Managers) to identify the responsibilities and embed a position/team in the organisation to champion the process.

Other suggestions included adding an Access and Inclusion heading in the Council report, improving coordination between Council Departments, Council programs and external agencies and consulting with the community.

Community Forum

This section summarises comments from the Community Forum held on 8 February 2023 and the consultation with Housing Choices Staff and residents in March 2023².

The community participants agreed that the Council's facilities and services are generally good quality and accessible. They acknowledged the improvements made so far. However, accessibility issues raised included footpaths and availability of car parking in particular, Accessible Car Parks.

Suggestions for improvements included upgrading the footpath infrastructure (i.e., slope, overlays, width) and ensuring the management of hazards and clutter on pathways (i.e., tree roots, road work/construction sites, rubbish bins, scooters, chairs/tables, vehicles reversing/crossing the footpath).

Even if the Council Buildings were considered generally accessible, some buildings, such as the Norwood Pool and the Norwood Library had access issues. Overall, the community asked for some systematic accessibility audits for all abilities using access consultants and real-life experience. These audits would need to be comprehensive and include surrounding facilities (i.e., paths, toilets). The participants wanted the Council to improve its engagement with citizens living with disability within the Council planning process and asked for more community involvement in Council projects.

With respect to inclusive programs, participants advised that they don't want separate programs for LGBTIQ+, they would rather mix with everyone.

There was a need identified for training on information technology as older people and citizens from low socio economic backgrounds are not technology savvy. It was recommended that the training could be delivered over a series of days as opposed to a day to adapt to diverse learning abilities of people. Affordability of activities will assist with inclusion.

Some participants identified an increase in enquiries on support for Emergency Housing. This was due to the current housing crisis.

Community Forum participants indicated that Council information was accessible and easy to read and that the Council was using a wide range of appropriate communication methods. They also enjoyed the Council website and e-newsletter and they found Council staff to be professional and helpful.

However, suggestions were provided to improve the community's access to relevant information, such as developing a hard copy of the New Resident's Kit and a service directory on the Website. Feedback from the community also included the need for information about the level of access for people with disability at Council facilities or Council events.

Reaching isolated community groups to support their involvement and promote diversity through public events were other actions suggested to improve inclusion. Participants suggested alternative ways to collect feedback (i.e., feedback button on the Council website, social media, real-life experience, involving further community members).

Hard copies and letterboxing are still required as some people don't have access to the internet.

It was also suggested that an 'Access Issue' item be included in the Council agenda and that summary of the discussion would be provided through the Council website. Furthermore, that reports on the progress of the Access & Inclusion Strategy should be published on the Council's Website.

Finally, the community representatives expressed the need to improve access to Elected Members (i.e. corner meetups and coffee mornings).

² Information in this section is based on the report *Access and inclusion Strategy Review Report* written by Healthy Environs 29 March 2023

Council Vision

When asked the question: 'What should the City's vision for access and inclusion be?', the Community Forum participants suggested:

"Barrier free, access to services, facilities and events in the NPSP area for people of all disabilities"

"Better communication, all abilities integrated solutions to problem-solving, provided for all abilities"

"A City where people feel connected, safe, included and inspired"

"Inclusivity, feeling welcome and belong - All abilities"

These visions summarise the community's aspirations for the City and align with the suggestions, which have been met by Council staff.

- increase the number of accessible car park and public toilets;
- undertake accessibility audits on Council Facilities to identify areas for improvements;
- improve service promotion for new residents— Develop a New Resident kit;
- further develop the range and method of communication (hard copies, multilanguage and audio options for online content) and improve access to information on access and inclusion matters;
- target isolated and marginalised cohorts and improve their participation and engagement;
- better consultation with the community to understand their needs and aspirations, action their feedback and keep them informed about the Council progress;
- plan gap assessments in community participation and underserved areas;
- include 'Access and Inclusion Issue' item/heading in the Council agenda and in the Council Report
- leverage our multicultural community by having multicultural events;
- cross network and collaborate with other community groups to promote information on service, programs and events; and
- use technology to offer greater inclusion.

The Priority Outcomes

The priority outcomes for access to services and facilities and inclusion that were raised by the Council staff, external stakeholders and the citizens can be summarised as follows:

- improve footpath/walking path infrastructure (i.e. slope, overlays, width) and the management of hazards and clutter (i.e. tree roots, road work/construction sites, rubbish bins, scooters, chairs/tables, vehicles reversing/crossing footpath);
- provide information about the level of access available (ie access for mobility, accessible toilets) for people living with a disability to the Council's facilities, services and events;

Where to from here

The Access & Inclusion Strategy 2023–2028 has been formulated based on the insights gathered from these consultations. Before formal adoption by the Council, the strategy will be shared with the community for feedback.

Further information

For information on the Access & Inclusion - 2023 Consultation Report, please visit www.npsp.sa.gov.au or phone 8366 4555.

You can also visit the Council's Customer Service Centre at the Norwood Town Hall, 175 The Parade, Norwood.



Additional copies

The Access & Inclusion - 2023 Consultation Report can be viewed online at www.npsp.sa.gov.au

Copies may also be obtained by:

- visiting Norwood Town Hall
- visiting any of the Council's Libraries
- emailing townhall@npsp.sa.gov.au
- contacting the Council on 8366 4555
- writing to the Council at PO Box 204, Kent Town SA 5074

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

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



City of
**Norwood
Payneham
& St Peters**

Section 2 – Corporate & Finance

Reports

11.3 2023-2024 FIRST BUDGET UPDATE

REPORT AUTHOR: Finance Business Partner
GENERAL MANAGER: Chief Financial Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: A793527
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 2024, following the First Budget Update.

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 Report 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 require that 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. This 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 First Budget Update for the 2023-2024 Financial Year, provides an opportunity to amend the 2023-2024 Adopted Budget, to reflect any changes in projections based on;

- audited results to 30 June 2023;
- the first quarter results to September 2023; and
- new decisions by the Council, subsequent to the adoption of the Budget on 10 July 2023.

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 2024 and has no direct external economic impact.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

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

DISCUSSION

Budget Update

In determining the Adopted Operating Surplus, the Council considers the financial resources which are required to provide the ongoing Council services (Recurrent Operating Budget), which encompass the basic responsibilities, 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 interest and expectation.

The extensive range of ongoing services provided by Council include inspectorial services (animal management/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 for the introduction of new services or initiatives or the enhancement to existing services (Operating Projects).

The 2023-2024 Adopted Operating Budget has an Operating Surplus of \$1,387,382. As per Council meeting on 3 of October 2023 there was a further approval of Work in Progress of the Operational Projects carried forward from 2022-2023 Financial Year of \$596,621 and Capital Work in Progress of \$10,777,698.

Further there were approvals of an additional spend in relation to Glynde and Stepney precincts analysis, AFL Gather Round and Norwood Oval transformer. As a result, the First Budget Update, the Operating Surplus is forecasted to be \$535,761, a decrease of \$851,621.

Due to the early stages of most Recurrent and Operating Projects with the exception of Carried Forward Operating Projects, no costs variances have been proposed to the 2023 – 2024 Adopted Project Budget as part of First budget review. Further reassessment to be performed at the Mid-Year review.

A. Recurrent Operating Budget Changes to the Adopted Budget – none required.

The 2023-2024 Recurrent Operating Budget Surplus of \$2.976 million to remain unchanged. No additional fund request proposed.

B. Operating Projects Budget changes to the Adopted Budget - \$851,621

The Adopted Budget includes an estimate of Operating Projects expenditure for the year under review in addition to;

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

Carried Forward Operating Projects expenditure from 2023-2024, was estimated to be \$596,621 and presented to the council on 3 October 2023 with subsequent approval of the same.

Details of the Operating Projects which have been carried forward to the 2023-2024 Financial Year are contained in **Attachment A**.

The new Operating projects endorsed by Council, as per 2023-2024 Adopted Operating Projects Budget included a total expenditure of \$1.299 million.

Following the First Budget Update, the total cost is estimated at \$2.150 million, an increase of \$255,000 of additional budget request and 596,621 Carry Forwards from 2022-2023. The reason for the movement is due to significant individual Operating Projects changes detailed in Table 1 below.

TABLE 1: MOVEMENT IN OPERATING PROJECT BUDGET FROM THE ADOPTED BUDGET

Service Initiative	Increase/ (Decrease) \$
Additional funding approved by Council towards the AFL Gather Round 2024	205,000
Funding is required for the analysis of the Glynde and Stepney precincts	50,000
Work in progress (Carry forwards from 2022- 2023)	596,621

C. Capital Projects - changes to the Adopted Budget - \$11,589,623

The Council adopted a Capital expenditure Budget of \$43.7 million for 2023-2024, which comprised funding allocations for New Capital Projects involving new or the upgrading of existing assets. As a result of the First Budget Update, the capital spend is forecast to be \$55.326 million, an increase of \$0.811 million due to inclusion of a new capital project compared the Adopted Budget, which are detailed in Table 3 below and Work in Progress Carry Forward from 2022-2023 of 10.777 million.

Details of the Capital Projects which have been carried forward to the 2022-2023 Financial Year, are contained in **Attachment B**. The breakdown of the increase Capital Project expenditure is given below in Table 2.

TABLE 2: SIGNIFICANT MOVEMENT IN CAPITAL PROJECT EXPENDITURE FROM THE ADOPTED BUDGET

Capital Project	Increase/ (Decrease) \$
New or Additional Project Expenditure Since Adoption of Budget	
Norwood Oval Transformer	811,925
Work in progress (Carry forwards from 2022- 2023)	10,777,698

While there is a proposed increase in Capital Expenditure, it is too early to determine if additional borrowing will be required to fund the increasing capital expenditure. The borrowing requirements will be re-assessed when a review of projected project completions is undertaken as part of the Mid-Year Budget Review.

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

“at least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year..... a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances”

The revised budgeted Uniform Presentation of Finances resulting from the First Budget Update is included in **Attachment C**.

OPTIONS

Not Applicable.

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

1. That the First Budget Update Report be received and noted.
2. That project progress reports contained in **Attachments A** and **B** be received and noted.
3. That pursuant to Regulation 9(1)(a) of the *Local Government (Financial Management) Regulations 2011*, the Budgeted Uniform Presentation of Finances as contained within **Attachment C**, be adopted.

Attachments – Item 11.3

Attachment A

2023-2024 First Budget Update

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**

FINANCIAL YEAR 2023-2024 FIRST BUDGET REVIEW OPERATING PROJECTS PROGRESS

Project Name	2023-2024 Budget	First Budget Review Adopted Carry Forward Budget	First Budget Update Request	First Budget Update	YTD Spending by October 2023	Has Project Commenced? (Y/N)	If Not, When will Commence?	Has Project Completed? (Y/N)	Forecasted Completion Date
TOUR DOWN UNDER	55,000			55,000	4,924	Y		N	Jan-24
INTERNAL AUDIT SERVICES		30,000		30,000	23,670	Y		N	Jun-24
CITY PLAN 2030 REVIEW	40,000			40,000	1,448	Y		N	Apr-24
COMMUNITY SURVEY	30,000			30,000	-	Y		N	Feb-24
FOOD SECRETS OF GLYNDE	40,000			40,000	-	N	Jan-24	N	Jun-24
GLYNDE AND STEPNEY PRECINCTS ANALYSIS			50,000	50,000	-	N		N	Jun-24
PEOPLE PLACE & ACTIVITY STRATEGY	30,000			30,000	-	Y		N	Jun-24
CITY WIDE BUSINESS AWARDS	40,000			40,000	250	N	Dec-23	N	Apr-24
DOG & CAT MANAGEMENT PLAN EDUCATION CAMPAIGN	30,000			30,000	400	N	Feb-24	N	Jun-24
RAISING THE BAR ADELAIDE	38,000			38,000	35,735	Y		Y	
TREE MANAGEMENT POLICY AND STRATEGY		10,000		10,000		Y		N	Jun-24
CORPORATE UNIFORM	10,000			10,000	1,440	Y		N	Jun-24
CIVIL INFRA. CONDITION AUDIT & VALUATION	75,000			75,000	1,973	Y		N	May-24
PUBLIC ART STRATEGY	30,000			30,000	251	Y		N	Jan-24
ADDITIONAL LEVEL ON THE WEBBE ST PARKING		25,000		25,000		Y		N	Jun-24
OPEN SPACE & PLAYGROUND STRATEGY	15,000	15,000		30,000	24,466	Y		N	Apr-24
STREET LIGHTING RENEWAL & UPGRADE	40,000			40,000	37,632	Y		N	Jun-24
MARRYATVILLE PRECINCT MASTER PLAN	40,000			40,000	3,947	Y		N	Jun-24
SERVICE REVIEWS		85,000		85,000	20,148	Y		N	Jun-24
GATHER ROUND	100,000		205,000	305,000	-	Y		N	Apr-24
HR INFORMATION SYSTEM	35,000			35,000	-	Y		N	Jun-24
ADDITIONAL RESOURCES	363,682			363,682	-	Y		N	Mar-24
REPRESENTATION REVIEW	25,000			25,000	-	N	Jan-24	N	Jun-24
AGE FRIENDLY WAYFINDING STRATEGY		20,000		20,000		Y		N	Jun-24
YOUTH STRATEGY	65,000			65,000	584	Y		N	Jun-24
RESILIENT EAST PROJECT	10,000	3,000		13,000	291	Y		N	Jun-24
CITY WIDE PARKING REVIEW - IMPLEMENTATION	-	50,000		50,000	8,060	Y		N	Jun-24
STREET TREE PLANTING	60,000			60,000	83,119	Y		Y	
SYDNEHAM ROAD LIGHTING UPGRADE		60,000		60,000	-	Y		N	Jun-24
SMART CITY TECHNOLOGY PLAN	15,000			15,000	-	N	Apr-24	N	Jun-24
URBAN GREENING PROGRAM 2021	14,500			14,500	5,517	Y		N	May-24
SIGNALISED PAC MAGILL ROAD		230,000		230,000		Y		N	Apr-24
HERITAGE PROTECTION OPPORTUNITIES		59,121		59,121	340	Y		N	Jun-24
VIEW YOUR FINE		9,500		9,500		Y		Y	
40KPH EVALUATION MARDEN TO HACKNEY	20,000			20,000	2,875	Y		N	Jun-24
40KPH IN GLYNDE, PAYNEHAM, FIRLE, TG & ST MORRIS	120,000			120,000	5,522	Y		N	Jun-24
ADDITIONAL RESOURCES FOR REGULATORY SERVICES UNIT	200,000			200,000	2,306	N	Dec-23	N	Jun-24

Attachment B

2023-2024 First Budget Update

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

FINANCIAL YEAR 2023-2024 FIRST BUDGET REVIEW OPERATING PROJECTS PROGRESS

Project Name	2023-2024 Budget	First Budget Reivew Adopted Carry Forward Budget	First Budget Update Request	First Budget Update	YTD Spending by October 2023	Has Project Commenced? (Y/N)	If Not, When wil Commence?	Has Project Completed? (Y/N)	Forecasted Completion Date
ANNUAL ACQUISITION OF LIBRARY BOOKS	203,697			203,697	18,932	Y		N	Jun-24
PLANT REPLACEMENT	322,000			322,000	44,420	Y		N	Jun-24
REC & OPEN SPACE INF WORKS PROGRAME	1,527,650	49,973		1,577,623	160,428	Y		N	Jun-24
CAPITALISATION OF PROJECT MANAGEMENT ON-COST	1,279,257			1,279,257	72,391	Y		N	Jun-24
MASTER PLAN CONCEPT DESIGN FOR SWIMMING CENTRES	15,000			15,000	-	N	Apr-24	N	Jun-24
NORWOOD LIBRARY STRATEGIC REVIEW & CONCEPT PLAN	14,000			14,000	20,367	Y			
ST PETERS LINEAR PARK PATH UPGRADE	1,500,000	1,520,935		3,020,935	692,076	Y		N	Feb-24
ST PETERS STREET STREETSCAPE	739,000			739,000	16,550	Y		Y	
BURCHELL RESERVE UPGRADE	2,000,000	2,513,000		4,513,000	617,456	Y		N	May-24
LG SOLUTIONS	16,250			16,250	-	Y		Y	
POS SYSTEM NORWOOD CONCERT HALL	14,800			14,800	-	Y		N	Feb-24
QUADRENNIAL ART PROJECT	75,000			75,000	-	N	Mar-24	N	Jun-24
CAPITAL WORK PROGRAM TRAFFIC CONTROL	-	28,061		28,061	31,208	Y		Y	
CAPITAL WORKS PROGRAM ROAD RESEALING	4,964,144	1,951,110		6,915,254	507,320	Y		N	Jun-24
CAPITAL WORKS PROGRAM KERB	1,551,917	5,321		1,557,238	413,444	Y		N	Jun-24
CAPITAL WORKS PROGRAM FOOTPATH	1,181,035			1,181,035	272,600	Y		N	Jun-24
DRAINAGE PROGRAM	14,130,044			14,130,044	330,590	Y		N	Jun-24
BUILDING WORKS PROGRAM	523,000	249,602		772,602	413,900	Y		N	Jun-24
BORTHWICH PARK CREEK IMPROVEMENTS DESIGN & CONST.	-	12,000		12,000	-	Y		N	Dec-23
THE PARADE MASTER PLAN	-	1,195,000		1,195,000	23,879	Y			
GEORGE STREET UPGRADE	800,000	800,000		1,600,000	-	N	May-24	N	Dec-24
NPSP WEBSITE DEVELOPMENT	10,000			10,000	2,340	N	Jan-24	N	Mar-24
"ALL THINGS ARE ONE" INSTALLATION	-	40,000		40,000	5,000	Y		N	Feb-24
DUNSTAN ADVENTURE PLAYGROUND REDEVELOPMENT	1,487,000	1,357,825		2,844,825	1,130,644	Y		N	Feb-24
STANDBY POWER FOR ST PETERS LIBRARY	78,550			78,550	-	N	Jan-24	N	Mar-24
CRUICKSHANK RESERVE FACILITY UPGRADE	500,000	690,000		1,190,000	282,821	Y		N	Mar-24
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM	50,000			50,000	-				
BLACK SPOT GRANT	170,000			170,000	169,869	Y		Y	
CIVIL CAPITAL UPGRADE WORKS PROGRAM	71,663	199,784		271,447	308,749	Y		N	Jun-24
PAYNEHAM MEMORIAL SWIMMING CENTRE UPGRADE	8,625,700			8,625,700	385,107	Y		N	Dec-25
PRIVATE LANEWAY	46,000	165,087		211,087	-	Y		N	Jun-25
MEETING ROOMS UPGRADE	44,000			44,000	16,226	Y		N	Jun-24
OPTICAL CHARACTER RECOGNITION SCANNER	28,000			28,000	-	N	Mar-24	N	Jun-24
CYCLING PLAN IMPLEMENTATION 2021-2026	3,200			3,200	-	N	Feb-24	N	Apr-24
GEORGE STREET STORMWATER	600,000			600,000	-	Y		N	Dec-24
IMPLEMENTATION PARADE MASTER PLAN	1,000,000			1,000,000	-	Y		N	Dec-24
LANGMAN GROVE TRAFFIC MANAGEMENT CONTROL	58,550			58,550	50,435	Y		Y	
TRAFFIC MANAGEMENT MARDEN & ROYSTON PARK	40,000			40,000	-	N	Dec-23	N	Apr-24
SMART PARKING PROJECT	50,000			50,000	-	N		N	
NORWOOD OVAL TRANSFORMER			811,925	811,925	-	N		N	Apr-24
TRAILER MOUNTED SPEED RADAR	17,450			17,450	17,507	Y		Y	

Attachment C

2023-2024 First Budget Update

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Telephone 8366 4555
Facsimile 8332 6338
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City of
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City of Norwood Payneham & St Peters
UNIFORM PRESENTATION OF FINANCES - GENERAL FUND

	Current Year 2023/24 \$	Carry Forwards 2022/23 \$	New recurring requests 2023/24 \$	New Operational projects requests 2023/24 \$	New Capital projects requests 2023/24 \$	1st budget revision 2023/24 \$
Income						
Rates	43,421,418					43,421,418
Statutory Charges	2,100,000					2,100,000
User Charges	3,836,788					3,836,788
Grants, Subsidies and Contributions - operating	2,654,672					2,654,672
Grants, Subsidies and Contributions - capital	-					-
Investment Income	120,000					120,000
Reimbursements	-					-
Other Income	491,110					491,110
Net gain - equity accounted Council businesses	-					-
Total Income	52,623,988	-	-	-	-	52,623,988
Expenses						
Employee Costs	17,788,781					17,788,781
Materials, Contracts & Other Expenses	20,530,323	596,621	-	255,000		21,381,944
Depreciation, Amortisation & Impairment	12,461,601					12,461,601
Finance Costs	455,901					455,901
Net loss - Equity Accounted Council Businesses	-	-	-	-	-	-
Total Expenses	51,236,606	596,621	-	255,000	-	52,088,227
Operating Surplus / (Deficit)	1,387,382	(596,621)	-	(255,000)	-	535,761
Timing adjustment for grant revenue	-	-	-	-	-	-
Adjusted Operating Surplus / (Deficit)	1,387,382	(596,621)	-	(255,000)	-	535,761
Net Outlays on Existing Assets						
Capital Expenditure on Renewal and Replacement of Existing Assets	(25,078,707)	(10,777,698)			(811,925)	(36,668,330)
add back Depreciation, Amortisation and Impairment	12,461,601	-			-	12,461,601
add back Proceeds from Sale of Replaced Assets	25,000	-			-	25,000
Total Net Outlays on Existing Assets	(12,592,106)	(10,777,698)	-	-	(811,925)	(24,181,729)
Net Outlays on New and Upgraded Assets						
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(18,658,200)					(18,658,200)
add back Amounts Received Specifically for New and Upgraded Assets	9,310,301					9,310,301
add back Proceeds from Sale of Surplus Assets (including Investment Property, Real Estate Developments & non-current assets held for sale)	-					-
Total Net Outlays on New and Upgraded Assets	(9,347,899)	-	-	-	-	(9,347,899)
Annual Net Impact to Financing Activities (surplus / (deficit))	(20,552,623)	(11,374,319)	-	(255,000)	(811,925)	(32,993,867)

11.4 EXTERNAL AUDITORS REPORT 2022-2023

REPORT AUTHOR: Finance Business Partner
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA793194
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to provide the Council with the Audit Opinion and Auditors Report regarding the 2022-2023 Financial Statements.

BACKGROUND

Pursuant to Section 129 (3) of the *Local Government Act 1999* (the Act), the Council's Auditor must provide to the Council, an audit opinion with respect to:

- the Financial Statements; and
- whether the internal controls of the Council are sufficient to provide reasonable assurance that the financial transactions of the Council have been conducted properly and are in accordance with law.

Pursuant to Section 129 (4) of Act, the Council's Auditor must provide written advice on any particular items that have arisen from the audit.

Pursuant to Section 129 (5b) (a) of the Act, the opinion and the advice must be presented to the Council at the next ordinary meeting of the Council.

RELEVANT STRATEGIC DIRECTIONS AND POLICIES

Nil

FINANCIAL AND BUDGET IMPLICATIONS

Nil

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

There are no risk management issues arising from this report which has been prepared in accordance with the statutory requirements.

CONSULTATION

- **Elected Members**

A report on the draft Annual Financial Statements and draft Audit Report, was presented and considered by the Council at its meeting held on 1 November 2023.

- **Community**

Not Applicable.

- **Staff**

Not Applicable.

- **Other Agencies**

Not Applicable.

DISCUSSION

The Council's External Auditors, Galpins Trading Pty Ltd, have completed the statutory audit of the City of Norwood Payneham & St Peters for the 2022-2023 Financial Year.

As advised at the Council meeting held on 1 November 2023, the External Auditors have issued an unqualified Audit Report in respect to the Annual Financial Statements for the financial year ended 30 June 2023. A copy of the Audit Opinion is contained in **Attachment A**.

In addition to the Audit Report on the Annual Financial Statements, the External Auditors are required to undertake an audit of the Internal Controls that are exercised by the Council during the respective financial year in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, so that the Auditors can form an opinion as to whether the Internal Controls which have been established by the Council, are sufficient to provide reasonable assurance that the financial transactions undertaken by the Council, have been conducted properly and are in accordance with the legislative requirements. A copy of the Internal Controls Audit Opinion is contained in **Attachment B**.

In summary, in the Auditors opinion, the Council has complied, in all material aspects, with Section 129 (1) (b) of the Act in relation to the Internal Controls which have been established by the Council relating to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

Pursuant to Section 129 (4) of the Act, the Auditors are required to provide to the Council, in writing, details of any issues that arose from the statutory audit. A copy of the correspondence from the Auditors is contained in **Attachment C**.

OPTIONS

Not Applicable.

CONCLUSION

Nil.

COMMENTS

Nil.

RECOMMENDATION

1. That the Audit Opinion regarding to the 2022-2023 Financial Statements, as contained in **Attachment A**, be received and noted.
2. That the Audit Opinion on the Council's Internal Controls, as contained in **Attachment B**, be received and noted.
3. That the Auditor's report to the Council regarding to the 2022-2023 Financial Statements, as contained in **Attachment C**, be received and noted.

Attachments – Item 11.4

Attachment A

External Auditors Report 2022-2023

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



City of
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& St Peters**

INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT

To the members of City of Norwood Payneham and St Peters

Opinion

We have audited the accompanying financial report of City of Norwood Payneham and St Peters (the Council), which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of City of Norwood Payneham and St Peters.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Council as at 30 June 2023, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Council's responsibility for the financial report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditor's responsibility for the audit of the financial report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report

Mount Gambier

233 Commercial Street West
PO Box 246, Mount Gambier SA 5290
P: (08) 8725 3068
F: (08) 8724 9553
E: admin@galpains.com.au

Stirling

Unit 4, 3-5 Mount Barker Road
PO Box 727, Stirling SA 5152
P: (08) 8339 1255
F: (08) 8339 1266
E: stirling@galpains.com.au

Norwood

3 Kensington Road, Norwood SA 5067
PO Box 4067, Norwood South SA 5067
P: (08) 8332 3433
E: norwood@galpains.com.au

W: www.galpains.com.au

Galpins Trading Pty Ltd
ABN: 89 656 702 886

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under Professional Standards Legislation

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS



Tim Muhlhausler CA, Registered Company Auditor
Partner

21 November 2023

Attachment B

External Auditors Report 2022-2023

City of Norwood Payneham & St Peters
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Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
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INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS

B1

To the members of City of Norwood Payneham & St Peters

Opinion

We have audited the compliance of City of Norwood Payneham & St Peters (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2022 to 30 June 2023 have been conducted properly and in accordance with law.

In our opinion, City of Norwood Payneham & St Peters has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2022 to 30 June 2023.

Basis for opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagement ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The Council's responsibility for internal controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

Our independence and quality control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

Auditor's responsibility

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements for the Australian professional accounting bodies.

Mount Gambier

233 Commercial Street West
PO Box 246, Mount Gambier SA 5290
P: (08) 8725 3068
F: (08) 8724 9553
E: admin@galpins.com.au

Stirling

Unit 4, 3-5 Mount Barker Road
PO Box 727, Stirling SA 5152
P: (08) 8339 1255
F: (08) 8339 1266
E: stirling@galpins.com.au

Norwood

3 Kensington Road, Norwood SA 5067
PO Box 4067, Norwood South SA 5067
P: (08) 8332 3433
E: norwood@galpins.com.au

W: www.galpins.com.au

Galpins Trading Pty Ltd
ABN: 89 656 702 886

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under Professional Standards Legislation

Limitations of controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Limitation of use

This report has been prepared for the members of the Council in Accordance with Section 129 of the *Local Government Act 1999* in relation to the internal controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA, Registered Company Auditor
Partner

21 November 2023

Attachment C

External Auditors Report 2022-2023

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



City of
**Norwood
Payneham
& St Peters**

Galpins

Accountants, Auditors & Business Consultants

2022/23 Audit Completion Report

City of Norwood Payneham & St Peters



Mount Gambier
233 Commercial Street West
PO Box 246, Mount Gambier SA 5290
DX 29044
P: (08) 8725 3068
F: (08) 8724 9553
E: admin@galpins.com.au

Stirling
Unit 4, 3-5 Mount Barker Road
PO Box 727, Stirling SA 5152
P: (08) 8339 1255
F: (08) 8339 1266
E: stirling@galpins.com.au

Norwood
3 Kensington Road, Norwood SA 5067
PO Box 4067, Norwood South SA 5067
P: (08) 8332 3433
F: (08) 8332 3466
E: norwood@galpins.com.au

www.galpins.com.au

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EXECUTIVE SUMMARY

To the members of the audit committee of City of Norwood Payneham & St Peters

We are pleased to present our Audit Completion Report for the financial year ended 30 June 2023. The purpose of this document is to summarise the key accounting and audit matters that have arisen during the engagement and our audit conclusions.

We intend to issue the following opinions (subject to the satisfactory completion of the items described in section 1 – *Status of our Audit Work* of this document):

Intended opinions	Type of opinion	Proposed Auditor's Report
Opinion on the Financial Statements	Unmodified	Refer to Appendix 1 of this report.
Controls Opinion	Unmodified	Refer to Appendix 2 of this report.

We have included in this report the following information to ensure that councillors, management and audit committee members are aware of all significant matters relating to the audit.

Matters	Sections
Status of our audit work	Section 1
Key Audit Matters	Section 2
Internal Controls Opinion and Recommendations	Section 3
Immaterial Uncorrected Misstatements	Section 4
Final Management Letter	Section 5
Proposed Independent Auditor's Report on the Financial Report	Appendix 1
Proposed Independent Auditor's Report on the Internal Controls	Appendix 2

We have also signed the statement by auditor regarding our independence, and confirmed that for the audit of the year ended 30 June 2023 we have maintained our independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

Yours faithfully



Tim Muhlhausler CA Registered Company Auditor
Date: 27 October 2023

1. Status of Our Audit Work

Below is a summary of the status of audit activities and key documents related to the completion of our final audit.

Activities/Documents	Responsibility	Status
Final draft of the financial report	Management	Completed
Final audit visit	Audit	Completed
Final substantive procedures	Audit	Completed
Audit verification of the final draft of the financial report	Audit	Completed
Final draft of the financial report after audit verification	Management	Completed
Audit Completion Report	Audit	Completed
Final audited financial statements from the Council's subsidiaries	Management	Completed
Signed certification of auditor independence	Management	Note 1
Final financial report after considerations from the audit committee	Management	Note 1
Signed certification of financial statements	Management	Note 1
Signed management representation letter	Management	Note 1
Final Independent Auditor's Report on the Internal Controls	Audit	Note 2
Final Independent Auditor's Report on the Financial Report	Audit	Note 2

Note 1 To be provided after the audit committee meeting.

Note 2 To be provided by audit on receipt of both the:

- final financial report containing the signed certification of financial statements and the signed certification of auditor independence, and
- signed management representation letter.

2. Key Audit Matters

Key audit matters are those matters that, in the auditor's professional judgement, were of most significance in the audit of the financial report. We address these matters in the context of our audit of the financial report as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

2.1 Valuation of Infrastructure assets

Why the matter is significant	How the matter was addressed
<p>Infrastructure assets are valued at fair value. The fair values of these assets were based on depreciated current replacement costs which is comprised by the gross replacement cost less accumulated depreciation.</p> <p>Council values the gross replacement cost using the estimated average cost (unit cost) at which it could construct a substitute asset of comparable quality in the normal course of business. There was inherent subjectivity involved in making judgments in relation to assumptions used to estimate unit rates which also involved determining the:</p> <ul style="list-style-type: none"> ▪ components of assets that are replaced at different times in the asset lifecycle ▪ costs required to replace these components using current prices for materials, labour, and plant costs ▪ indices for measuring subsequent changes in unit rates. <p>The useful lives of assets and the measurement of accumulated depreciation are determined by external valuers. Significant judgement is used to determine the different useful lives for different components of assets and to calculate the depreciation that would have accumulated since original construction using these estimated useful lives.</p> <p>The significant professional judgments used to estimate the gross replacement cost and the accumulated depreciation are also relevant to the calculation of the annual depreciation expense of these assets.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ reconciled closing balances to the asset registers ▪ reconciled the movements in note 7 to the asset register ▪ reviewed the basis for valuation used by external valuers ▪ assessed the competence of external valuers (experts) in accordance with Australian Accounting Standards ▪ reviewed the fair value hierarchy provided in note 7 for each category of asset ▪ reconciled the useful lives used to calculate the accumulated depreciation and the depreciation for the period to the revaluation reports ▪ reviewed the useful lives mentioned above for different components and compared them to other local government entities ▪ performed a recalculation of depreciation ▪ reviewed the methodology used by Council to perform componentisation of infrastructure assets and compared the methodology used to Council's actual asset management practices and to other local government entities ▪ reconciled the unit rates used for different components of infrastructure assets to the unit rates provided in the valuer's report ▪ reviewed the unit rates mentioned above and compared them to different local government entities ▪ assessed the adequacy of disclosures in the financial report.

2.2 Valuation of Land and Buildings

Why the matter is significant	How the matter was addressed
<p>Land and buildings are valued at fair value. The basis of valuation to be used for these assets depends on a number of factors such as the nature of the asset, purpose of their use, the highest and best use of the asset, potential restrictions to the disposal of these assets among other factors.</p> <p>Valuation of land depends on whether the land is classified as Crown land or community land. Community land and Crown land are valued using unobservable (level 3) inputs as the allowance for the restriction on sale (requiring Ministerial consent) is usually an unobservable input, and is likely to have a significant effect on valuation.</p> <p>Land, where Council has an unfettered right to sell them, is usually valued at current market value based on their highest and best use. Level 2 inputs are primarily used for land during the valuation process.</p> <p>Valuation of buildings depends on the nature of these assets. Some Council buildings have no active market due to the specialised nature of the assets and the services they provide. For such buildings fair value is usually determined on the basis of replacement with a new building having similar service potential. Valuation techniques used to measure fair value of these buildings include significant unobservable inputs (level 3).</p> <p>For buildings that have an active market, buildings are assessed on market value principles which is deemed to be their fair value based on level 2 inputs. The most significant input into this valuation approach is sales transactions of comparable properties within the City, adjusted for any pertinent differences.</p> <p>The significant professional judgments used to estimate the value of buildings are also relevant to the calculation of the annual depreciation expense of these assets.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ reconciled closing balances to the asset registers ▪ reconciled the movements in note 7 to the asset registers ▪ reviewed the basis for valuation used by external valuers ▪ assessed the competence of external valuers (experts) in accordance with Australian Accounting Standards ▪ analysed the nature of the land building assets and concluded whether the fair value hierarchy provided in note 7 for each category of asset was reasonable ▪ reconciled the useful lives used to calculate the accumulated depreciation and the depreciation for the period to the revaluation reports ▪ reviewed the useful lives mentioned above for different components and compared them to other local government entities ▪ performed a recalculation of depreciation; and ▪ assessed the adequacy of disclosures in the financial report.

2.3 Accounting treatment of capitalisation of assets

Why the matter is significant	How the matter was addressed
<p>Councils are asset intensive and highly dependent on multiple assets to deliver services to customers. Hence, there is a high volume of transactions and significant amounts involved in relation to capitalisation of assets.</p> <p>Due to the unique characteristics of Council's assets a number of considerations are taken into account when an expenditure is capitalised which include:</p> <ul style="list-style-type: none"> ▪ whether Council is incurring capital expenditure on physical resources that are controlled by Council. Control is the most difficult of the characteristics of an asset to be defined as the concept goes beyond the legal ownership; ▪ Inclusions and exclusions of costs at initial recognition of an asset in accordance with AASB 116; ▪ Cost involved in dismantling and removing the asset and/or restoring the site under AASB 137; ▪ Borrowing costs to be capitalised into the cost of IPPE where the asset is a "qualifying asset" as per AASB 123; and ▪ accounting for subsequent costs and defining the nature of these costs as being capital or maintenance expenditure. 	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ performed analytical procedures to define whether the amounts capitalised for the FY was in accordance with our expectation and our understanding of the entity; ▪ reviewed internal controls in place for capitalisation of assets; ▪ selected a sample of additions and performed an assessment of the nature of the addition and concluded whether the addition was recognised in accordance with Australian Accounting Standards; ▪ reviewed the WIP schedule and selected a sample of transfers out to ensure that the asset was appropriately valued and capitalised in the right account; and ▪ reviewed the WIP schedule in order to identify projects that should have been capitalised but were not.

2.4 Management Override of Controls

Why the matter is significant	How the matter was addressed
<p>Management is inherently in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare a fraudulent report by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, the risk of material misstatement due to fraud is, by default, considered a significant audit risk.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ tested the appropriateness of journal entries recorded in the general ledger ▪ reviewed accounting estimates for biases ▪ performed final analytical procedures to conclude as to whether the financial report is consistent with our understanding of the entity ▪ requested written representation from Management ▪ reviewed IT access controls rights processes in place ▪ reviewed processes in place to ensure independent reviews of exception reports generated by Council ▪ reviewed processes in place to ensure independent reviews of audit trails of changes to master files.

2.5 Other High Risk Areas

The other high risk areas described in this section are account balances and/or audit areas that are not subject to a high degree of professional judgement, however we assessed their inherent risks as being high due to the materiality of the account balances, the high volume of transactions involved and other reasons outlined below:

Account balance	Why the risk is High	Overall audit response
Rates and charges	<ul style="list-style-type: none"> - largest revenue item - often used as a reference point for analysing expenditure decisions - politically sensitive - reputational risk involved if rates are raised incorrectly. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - comparison of total capital values from the VG report to the total capital value recorded in the rates system - reconciliation of the rates modelling to the rates system and to the general ledger - recalculation of rates for a sample of rate payers.
Employee costs	<ul style="list-style-type: none"> - one of the largest expense items - high volume of transactions / data - subject to error - errors impact individuals financially. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of employee files (contracts, awards, EBs) - inspection of timesheets - recalculation of a sample of individual payments.
Materials, Contracts & Other expenses	<ul style="list-style-type: none"> - one of the largest expense items - high volume of transactions, inherently higher risk of error - fraud risk area (procurement, payments and credit cards) - procurement and contracting are key focus areas for ICAC and the Auditor-General's Department. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of supporting documents (contracts, invoices, purchase orders, subsequent payments, etc) for a sample of expenses.
Cash and cash equivalents	<ul style="list-style-type: none"> - material balance - fraud risk - if there is any instance of errors and/or fraud it will be indicative of broader errors - poor attitude to cash controls may be indicative of overall culture related to the entity's controls environment - public money. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - bank confirmation - inspection of bank statements - verification of outstanding reconciling items - reperformance of bank reconciliations.
Trade and other payables	<ul style="list-style-type: none"> - one of the largest liabilities - material balance - opportunity for understatements - poor use of accrual basis of accounting it may be indicative of poor culture related to financial reporting - payments represent an opportunity for fraud. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - reconciliation between subsidiary ledgers and the general ledger - inspection of subsequent payments for a sample of creditors - inspection of a sample of subsequent payments for completeness test.

2.6 Intended Opinion on the Financial Report

We have completed our final risk of material misstatements assessment and concluded that the audit procedures performed were sufficient to reduce the audit risk to an acceptable level. We have evaluated the results of our audit testing and determined that no further adjustments to the financial statements are required.

In our opinion, subject to the satisfactory completion of the items described in section 1 of this report, ***the financial report prepared by Council presents fairly***, in all material respects, the Council's financial position as at the end of the current financial year and its financial performance for the year ended on that date (refer to our proposed Independent Auditor's Report on the Financial Report included in Appendix 1 of this report).

3. Internal Controls Opinion and Recommendations

We have performed an extensive review of the Council's financial controls for the purpose of forming our control opinion as required by section 129 of the *Local Government Act 1999* based on council's obligations under s125 of that Act.

Our controls opinion is restricted per s129 of the Act to the application of s125 as it relates to financial internal controls, specifically the controls exercised by the Council during the relevant financial year in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

A summary of the results of our review is provided in the table below:

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

Overall the Council demonstrated a satisfactory level of compliance with the implementation of an internal control framework consistent with the principles within the Better Practice Model.

During our interim audit visit we found that the majority of key internal controls reviewed were in place and were operating effectively (82 out of 100 core controls reviewed). Risks were rated based on an assessment of the risk of non-compliance with s125 of the *Local Government Act 1999* as described in Appendix 3 – Risk Ratings.

An interim audit management letter was issued and presented to the audit committee containing our overall assessment of the council's internal controls and all the controls weaknesses identified during our review of the Council's financial controls.

Council has an action plan in place to address most of the findings related to the controls that were not operating effectively as indicated in Management responses to our interim management letter issued in August 2023.

In our opinion, subject to the satisfactory completion of the items described in section 1 of this report, **the Council has complied, in all material respects, with Section 125 of the Local Government Act 1999** in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities.

4. Corrected Misstatements

Adjustment 1 – Grants received to construct assets that were not completed in 2022/23					
D/C	Account at FS level	Assets	Liabilities	Surplus/Deficit	Other Comprehensive Income
		Increase/ (decrease) \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease) \$'000
D	Amounts Received Specifically for New or Upgraded Assets	-	-	5,000	-
C	Trade and Other Payables	-	(5,000)	-	-
Description:					
<p>AASB 1058 – <i>Income of Not-for-Profit Entities</i> provides that grants received to enable Council to acquire or construct a recognisable non-financial asset, that is to be controlled by Council, is recognised as income in profit or loss when (or as) Council satisfies its obligations under the grant agreement.</p> <p>The total of \$5,000,000 identified in the table above relates to grants received to enable Council to construct recognisable non-financial assets that were initially recognised as 'Amounts Received Specifically for New or Upgraded Assets'. These amounts were related to grants received where Council did not satisfy its obligation to complete the construction of non-financial assets during the 2022/23 financial year.</p>					

5. Immaterial Uncorrected Misstatements

IUM 1 – Open space contributions recognised as a liability					
D/C	Account at FS level	Assets	Liabilities	Surplus/Deficit	Other Comprehensive Income
		Increase/ (decrease) \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease) \$'000
D	Trade and other payables	-	-	428	-
C	Accumulated surplus	-	-	-	(428)
Description:					
<p>The financial report is prepared in compliance with section 127 of the <i>Local Government Act 1999</i>, in accordance with relevant Australian Accounting Standards and in accordance with the requirements set out in the Model Financial Statements (as required by the <i>Local Government (Financial Management) Regulations 1999</i>).</p> <p>The 2023 Model Financial Statements on page 116 provides that ‘<i>developer contributions, such as parking, open space or Urban Tree Fund cannot give rise to a liability because no amount is owed to any party external to Council arising from the receipt of the contribution. Certainly, Council has an obligation to expend monies for the purpose for which they were contributed, but a liability can only arise after Council determines on a specific project and lets contracts for its execution</i>’.</p> <p>Council may, if it wishes, establish a reserve to reflect the balance of unexpended developer contributions for parking, open space, Urban Tree Fund and the like.</p> <p>Such amounts must be recognised as revenue upon receipt in accordance with AASB 1058, and the transfer to reserve must not be recognised as an expense.</p>					

IUM 2 – Changes in accounting policies not applied to comparatives

The financial report is prepared in compliance with section 127 of the *Local Government Act 1999*, in accordance with relevant Australian Accounting Standards and in accordance with the requirements set out in the **Model Financial Statements** (as required by *the Local Government (Financial Management) Regulations 1999*).

The 2023 Model Financial Statements brought the following changes to the way the financial report is presented:

1. a new revenue line was introduced called 'Grants, subsidies and contributions – Capital'. All grants, subsidies, and contributions (received specifically for the construction of recognisable non-financial assets) that do not meet the criteria for disclosure as grants specifically for new or upgraded assets must be included in this revenue line.
2. An adjusting line was introduced in the 'Uniform Presentation of Finances' note disclosure. This line was created to adjust the operating result from distortions caused by timing differences on the revenue side such as payment of FAGs grants in advance of the financial year to which they relate.

It is important to highlight that the Australian Accounting Standards require changes to accounting policies to be accounted for retrospectively (i.e. it should also be applied to the comparatives).

Audit noted that Council has correctly applied the changes brought by the 2023 Model Financials in the 2022/23 figures presented in the financial report but did not change the comparatives (i.e. presented as NIL) as demonstrated below:

Financial Report Item	Line item	2023	2022
Statement of Comprehensive Income	Grants, subsidies and contributions - capital	\$552,577	NIL
Statement of Cash Flows	Grants utilised for capital purposes	\$552,577	NIL
Uniform presentation of finances	Grants, subsidies and contributions - capital	\$552,577	NIL
Uniform presentation of finances	Timing adjustments for capital grants	(\$552,577)	NIL
Uniform presentation of finances	Timing adjustments for grant revenue	(\$334,146)	NIL

IUM 3 – Classification error in balance sheet related to July 2023 pay run					
D/C	Account at FS level	Assets	Liabilities	Surplus/Deficit	Other Comprehensive Income
		Increase/ (decrease) \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease \$'000	(Increase)/ decrease) \$'000
D	Trade and other payables	-	175	-	-
C	cash	(175)	-	-	-
<p>Description:</p> <p>Classification error between payables and cash (represented as outstanding item on bank reconciliation).</p> <p>Please refer to Final Management letter item 4. <i>Unreconciled items presented in the balance sheet reconciliations</i> below for details.</p>					

6. Final Management Letter

We have identified the following additional performance improvement observations when performing our substantive procedures during our final audit:

1. Assets requiring new condition assessments in a near future		Risk										
Finding	<p>Accounting standards require assets using the revaluation model to be revalued with sufficient regularity to avoid material misstatements. Common practice in local government is for assets to have a full revaluation every 3-5 years.</p> <p>The basis for valuation of an infrastructure asset is its depreciated replacement cost (DRC). DRC is comprised by the gross replacement cost of an asset and its estimated accumulated depreciation.</p> <p>A full revaluation of an asset is completed when Council performs both a review of the unit rate of an asset (which will be the basis for its gross replacement cost) and a condition assessment for that same asset (which will inform its accumulated depreciation).</p> <p>Audit noted the following asset classes requiring new condition assessments to be performed in the near future to ensure that infrastructure assets are revalued with sufficient regularity:</p> <table border="1" data-bbox="502 1176 1369 1361"> <thead> <tr> <th>Asset</th> <th>Last condition assessment</th> </tr> </thead> <tbody> <tr> <td>Road infrastructure</td> <td>1 July 2018</td> </tr> <tr> <td>Linear</td> <td>1 July 2018</td> </tr> <tr> <td>Off Road car parks</td> <td>1 July 2018</td> </tr> <tr> <td>Traffic control devices</td> <td>1 July 2018</td> </tr> </tbody> </table>	Asset	Last condition assessment	Road infrastructure	1 July 2018	Linear	1 July 2018	Off Road car parks	1 July 2018	Traffic control devices	1 July 2018	Moderate
Asset	Last condition assessment											
Road infrastructure	1 July 2018											
Linear	1 July 2018											
Off Road car parks	1 July 2018											
Traffic control devices	1 July 2018											
Risk	Absence of sufficient regularity of assets condition assessment increase the risk of the fair value of these assets to be misstated in the financial report.											
Recommendation	Ensure condition assessments are performed with sufficient regularity.											

		Risk
2. Allowance for impairment of accounts receivable was not updated		Moderate
Finding	Audit noted that there were no changes in the provision for expected credit losses (\$579,959) during the 2022/23 FY. Council was unable to demonstrate the basis for valuation of the provision, nor determine what debts the provision related to.	
Risk	Absence of sufficient review of the provision for expected credit losses increases the risk of the fair value of accounts receivable being misstated in the financial report.	
Recommendation	Ensure that expected credit losses are reviewed on a regular basis (e.g. annually as part of the year end process) and accounted for in the financial report.	

		Risk
3. Employees with excessive annual leave balances		Low
Finding	Audit identified 6 employees with annual leave balances in excess of 300 hours (approximately 2 years of entitlement).	
Risk	Leave balances exceeding the allowable balances under the relevant EB. Staff not taking leave has financial implications as leave is paid at higher rates than it was accrued, and may lead to health, safety and welfare issues. Regular taking of leave also acts as a fraud prevention control.	
Recommendation	Implement strategies to systematically reduce excessive leave balances, and prevent employees from accumulating excessive balances.	

4. Unreconciled items presented in the balance sheet reconciliations		Risk								
		Low								
Finding	<p>Audit noted the following differences between the general ledger and the subsidiary ledger / supporting documents for the following balance sheet accounts:</p> <table border="1"> <thead> <tr> <th>Balance sheet account</th> <th>difference</th> </tr> </thead> <tbody> <tr> <td>00050000.6110.600 Cash at bank</td> <td>\$374,157.83</td> </tr> <tr> <td>00050000.6120.670 RATES - GENERAL CONTROL</td> <td>\$46,133.74</td> </tr> <tr> <td>00050000.7120.902 - PAYABLES - PAYROLL DEDUCTIONS</td> <td>\$174,740.00</td> </tr> </tbody> </table> <p>Management advised that these variances were due to transactions posted between the date the general ledger was reconciled and the date the general ledger and subsidiary ledgers were closed.</p> <p>Transaction detail reports for cash at bank reviewed by audit include approximately \$385k of transactions with posting dates after the reconciliation was produced, providing audit with confidence that the value of cash is not materially misstated. In addition, audit notes recent reconciliations post 30 June do not include these unreconciled items, supporting the view that they relate to timing issues.</p> <p>The payroll deduction variance relates to advance entry of the 3 July pay run, processed in advance to ensure the pay run was paid whilst the payroll officer was on leave. The other side of this transaction forms part of the cash at bank timing variance. This results in a classification error between cash and payables, the impact of which nets to zero in the balance sheet. This has been reported in section 5 above as an IUM (refer IUM 3).</p>		Balance sheet account	difference	00050000.6110.600 Cash at bank	\$374,157.83	00050000.6120.670 RATES - GENERAL CONTROL	\$46,133.74	00050000.7120.902 - PAYABLES - PAYROLL DEDUCTIONS	\$174,740.00
Balance sheet account	difference									
00050000.6110.600 Cash at bank	\$374,157.83									
00050000.6120.670 RATES - GENERAL CONTROL	\$46,133.74									
00050000.7120.902 - PAYABLES - PAYROLL DEDUCTIONS	\$174,740.00									
Risk	Reconciliations being performed prior to the ledger being closed resulting in unreconciled differences between the final ledger balances and formal reconciliations and increasing the risk of misstatements.									
Recommendation	Audit supports the Finance Manager's plans to bring forward ledger closure dates, minimising the risk of transactions being processed post reconciliation. In addition, it is recommended that reconciliations are performed after all known transactions have been posted in the ledger, and that all reconciling items presented in the balance sheet reconciliations are appropriately supported by documentation / transaction listings.									

Risks were rated based on an assessment of the risk of non-compliance with s125 of the Local Government Act 1999 as described in Appendix 3 – Risk Ratings.

6. Contact Details



Tim Muhlhausler CA, B Comm, Grad Dip. (ICAA),
Registered Company Auditor, MIAA (Aust), Registered SMSF Auditor
Partner

☎ (08) 8332 3433
☎ (08) 8332 3466
🌐 www.galpins.com.au

📍 3 Kensington Road Norwood SA 5067
PO Box 4067 Norwood South SA 5067



Juliano Freitas CA, B Acc, Registered Company Auditor
Audit Manager

☎ (08) 8332 3433
☎ (08) 8332 3466
🌐 www.galpins.com.au

📍 3 Kensington Road Norwood SA 5067
PO Box 4067 Norwood South SA 5067

Appendix 1 – Proposed Independent Auditor’s Report on the Financial Report

To the members of City of Norwood Payneham & St Peters

Opinion

We have audited the accompanying financial report of City of Norwood Payneham & St Peters (the Council), which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of City of Norwood Payneham & St Peters.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Council as at 30 June 2023, and its financial performance and its cash flow for the year then ended in accordance with the Australia Accounting Standards, *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Council’s Responsibility for the Financial Report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council’s financial reporting process.

Auditor’s Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatements, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always

detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decision of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 2 – Proposed Independent Auditor’s Report on the Internal Controls

To the members of City of Norwood Payneham & St Peters

Independent Assurance Report on the Internal Controls

Opinion

We have audited the compliance of City of Norwood Payneham & St Peters (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2022 to 30 June 2023 have been conducted properly and in accordance with the law.

In our opinion, City of Norwood Payneham & St Peters has complied, in all material respects, with Section 125 of the *Local Government Act 1999* in relation to internal controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2022 to 30 June 2023.

Basis for Opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagement ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagement on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The Council’s Responsibility for Internal Controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law.

Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and applied Auditing Standard ASQC 1 *Quality Control for Firms that Performs Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

Auditor's responsibility

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with the law, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements for the Australian professional accounting bodies.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Limitation of Use

This report has been prepared for the members of the Council in accordance with section 129 of the *Local Government Act 1999* in relation to the internal controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 3 – Risk Ratings

The audit findings identified during our interim audit documented in our interim management letter and in section 3 of this report were rated as follows:

Category	Description
Potential Material Weaknesses	The issue described could lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Moderate Weaknesses	The issue described does not represent a material weakness due to the existence of compensating controls. However, the failure of the compensating controls or the existence of any other moderate weakness within the same business cycle may lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Low Risk Weaknesses	The issue described is a low risk weakness due to the existence of compensating controls and/or the failure or absence of the internal controls does not impact significantly on the council's financial risk. However, multiple low-level risk weakness within the same business cycle may lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Better Practice Weaknesses	The issue described has been included in this report as an opportunity for better practice.

**Section 3 – Governance & General
Reports**

11.5 REVIEW OF COUNCIL DECISION – AGED SIGNS LOCATED IN PERCIVAL STREET, NORWOOD

REPORT AUTHOR: General Manager, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA110707
ATTACHMENTS: A - D

PURPOSE OF REPORT

The purpose of this report is to advise the Council of a request for a Review of a Decision which has been received from three (3) residents of Percival Street, Norwood (the Applicants), regarding Aged signs in Percival Street.

BACKGROUND

At its meeting held on 1 May 2023, the Council considered a petition requesting the removal of the Pedestrian Warning Signs which are located at each end of Percival Street, Norwood.

The petitioners advised that the Pedestrian Warning Signs, which have the wording “AGED”, are causing the residents to feel unsafe and vulnerable by indicating that the residents in the area are elderly.

In terms of traffic related matters, the Council’s *Local Area Traffic Management Policy* sets out the following process in respect to petitions which are received regarding traffic management issues:

Petitions

Petitions regarding traffic management issues which are received by the Council, will be referred to the Committee for consideration.

The Committee shall acknowledge the petition and note that Council staff will then investigate the issues which are raised through the petition. The process which will be used by Council staff in addressing the matter shall be the same as that which is set out in the Traffic Management Investigations Section of this Policy.

In accordance with the *Local Area Traffic Management Policy*, following consideration of the matter, the Council resolved the following:

That the Convenor of the petition be advised that this matter will be referred to the Council’s Traffic Management & Road Safety Committee, in accordance with the Council’s Local Area Traffic Management Policy.

A copy of the report and petition which was considered by the Council is contained within **Attachment A**.

The petition was subsequently presented to the Council’s Traffic Management & Road Safety Committee for consideration at its meeting held on 20 June 2023.

Following consideration of the matter, the Committee resolved the following:

That the determination of this matter be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

A copy of the report (extract from the Minutes of the Traffic Management & Road Safety Committee Meeting held on 20 June 2023), is contained within **Attachment B**.

In accordance with the resolution, pedestrian surveys were undertaken and on 15 August 2023, the matter, including the outcome of the pedestrian survey, was re-presented to the Committee for consideration.

Following consideration of the matter, the Committee resolved the following:

1. *That the existing signage be retained.*
2. *That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.*

A copy of the report (extract from the Minutes of the Traffic Management & Road Safety Committee Meeting held on 15 August 2023), is contained within **Attachment C**.

On 29 August 2023, the Council received a letter from three (3) residents (the Applicant) of Percival Street, requesting a Review of the Committee's Decision to retain the signage in Percival Street, on the basis that a majority of the residents would like the Council to remove the signage.

A copy of the letter dated 28 August 2023, is contained within **Attachment D**.

As this decision was made by the Council's Traffic Management & Road Safety Committee, this matter is now presented to the Council for review and consideration in accordance with the Council's Review of Decision Policy. The process for the Review is summarised in the Discussion section of this report.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

DISCUSSION

The Council's *Review of Decision Policy* sets out the process relevant to a request for a Review of Decision. In terms of a request for a Review of a Council decision, the Policy states the following:

"The Chief Executive Officer will refer a review of a Council decision directly to the Council where the decision being reviewed was made by the Council or a Committee.

The types of requests for review of Council decisions that will be referred to Council are those regarding:

- *decision/s made by resolution of the Council.*
- *Council endorsed objectives and policies.*
- *budgetary matters, or evaluation of service delivery matters.*
- *Civic and ceremonial matters.*
- *issues that are likely to be of interest to the wider community.*
- *matters which may involve litigation.*
- *recommendations to refuse to review a decision raised by an applicant on the grounds that it is frivolous or vexatious, or where the applicant does not have sufficient interest in the matter.*
- *matters where legal procedures have not been followed, for example, relating to leases and licences and tenders.*
- *the decision being reviewed relates to civic or ceremonial matters;*
- *the decision being reviewed is, in the opinion of the Chief Executive Officer or the Internal Review Contact Officer, likely to be of interest to the wider community."*

As set out in the letter dated 28 August 2023, the Applicant has requested that a Review of Decision be undertaken, on the basis that a number of residents of Percival Street would like the Aged signage which is located at both ends of the street to be removed as there is no longer a Nursing Home located in Percival Street.

In addition, the Applicant is of the view that the Committee's decision has been made "*contrary to the evidence*" which was presented to the Committee regarding this matter.

The Applicant has therefore requested that the Council review the Committee's decision to retain the signage.

Traffic Management & Road Safety Committee

At its meeting held on 5 December 2023, the Council established the Traffic Management & Road Safety Committee.

The objective of the Traffic Management & Road Safety Committee is to:

- make a final determination on traffic management issues which are referred to the Committee as provided for and in accordance with the requirements of the Council's *Local Area Traffic Management Policy*, and
- to consider proposals and recommendations regarding parking which seek to improve road safety throughout the City (noting that the Committee has not responsibility for general car parking issues).

The Committee comprises six (6) members - three (3) Elected Members and three (3) Specialist Independent Members with qualifications and experience in traffic management and/or road safety.

20 June 2023 - Consideration of the Petition to Remove the Signage

The petition requesting the removal of the signage was presented to the Committee at its meeting held on 20 June 2023. The signs in contention are the 'Pedestrian' warning signs with 'Aged' supplementary plates, located at each end of Percival Street, as shown in *Photos 1 and 2*.



Photo 1: The pedestrian warning signs in Percival Street for eastbound traffic, near Queen Street.



Photo 2: the pedestrian warning signs in Percival Street for westbound traffic, near Portrush Road.

The options presented to the Committee to address the matter included the following:

1. Retain the Signage in its Current Location

The Committee was advised that it could determine to leave the signs in place because there is a relatively high proportion of older residents living in Percival Street and a survey which was undertaken in 2020, identified that the majority of residents preferred that the signs be retained. In addition, at the time of the survey, Clayton Church Homes advised the Council that it was their preference that the signs remain in place.

2. Remove the Signage.

The Committee was advised that it could determine to remove the signs due to twenty-three (23) residents of Percival Street signing the petition stating that in their opinion, the signs are not required and that the traffic data does not indicate that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

At that time, this option was not recommended on the basis that *“pedestrian safety is paramount, particularly in an environment with a significant proportion of older pedestrians, albeit, that the removal of the pedestrian warning signs and Aged supplementary plates could also be considered a reasonable action to take given the data shows there is no traffic related safety concerns in terms of vehicular speeds and volumes”*.

3. Remove the “Aged” Signage and retain the Pedestrian Warning Signs in place.

The Committee was also advised that a third option was, as a compromise, to remove the “Aged” component of the signage only.

However, this option was not recommended on the basis that the pedestrian warning sign by itself would not provide sufficient information to motorists with regard to the reason of the warning and could therefore it could be more likely to be ignored than if the “Aged” plate was in place.

The Committee therefore was advised that Option 1, was the recommended Option as the Pedestrian Warning Signs may raise motorist awareness that there is a high proportion of vulnerable pedestrians in the street and hence result in a safer environment for pedestrians than if the signs were not in situ.

Following consideration of the investigations which were undertaken regarding this issue and the options as set out above, the Committee was unable to agree on a final determination. As such, the Committee unanimously agreed that determination of the matter should be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

15 August 2023 - Consideration of the Pedestrian Survey

The results of the Pedestrian Survey were presented to the Committee at its meeting held on 15 August 2023.

The Pedestrian Survey was undertaken in July and August 2023, over a number of days. The observations were undertaken on days when weather conditions would not restrict the presence of pedestrians and at various times of the day to include the peak AM and PM periods when traffic volumes are at their highest and at mid-morning, midday and mid-afternoon. The aim of the observations was to count the number of pedestrians that crossed Percival Street mid-block. It did not count pedestrians who crossed at the kerb ramps at Queen Street or Portrush Road.

The pedestrians who crossed Percival Street, mid-block were predominantly either:

- people who parked their car on the north side of the street and crossed Percival Street as part of their journey to or from the direction of The Parade; or
- people entering or leaving a dwelling on Percival Street before walking toward Queen Street or Portrush Road.

Several pedestrians were observed to walk along the centre of Percival Street for a distance before crossing to the footpath which demonstrated their lack of concern with regard to traffic in Percival Street. There were no road safety issues observed and traffic volumes and speeds were suitable for the street environment. The results of the Pedestrian Survey highlighted that over the course of the five (5) day period in which the Pedestrian Survey was undertaken 32 citizens was recorded as crossing Percival Street at the middle point of the street.

In addition, the survey highlighted that “*Several pedestrians were observed to walk along the centre of Percival Street for a distance before crossing to the footpath which demonstrated their lack of concern with regard to traffic in Percival Street. There were no road safety issues observed and traffic volumes and speeds were suitable for the street environment*”.

Based on the outcome of the Pedestrian Survey, the Committee was presented with the following options:

1. Do Nothing

The Committee could determine that the signs be left in place because there is a relatively high proportion of older residents living in Percival Street and the signs may improve road safety for these vulnerable pedestrians.

This option was not recommended due to the reasons set out below:

- pedestrian warning signs are typically used to warn of the presence of pedestrians on, or crossing the road where such activity might be unexpected;
- the sign is generally not installed at each end of a residential street because pedestrians can cross anywhere along the roadway, or alternatively use the designated crossing points (kerb ramps), at each end of the street;
- all of the Clayton Church Homes dwellings are separate and there is not a pedestrian desire-line at any point along the street where residents cross to access a community facility;
- traffic signs should only be installed where absolutely required, otherwise signs tend to lose their effectiveness if used unnecessarily or too frequently;
- traffic data shows that there are no traffic-related safety concerns in terms of vehicular speeds and volumes; and
- site observations did not identify that pedestrian activity is high.

2. Remove the Pedestrian Warning Signs

The Committee could determine to remove the signs because the signs are not used for their intended purpose and they are not required because traffic data and site observations do not identify that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

This option was recommended on the basis of the traffic investigations which had been undertaken.

The Committee subsequently resolved to retain the signage.

Summary

The data which has been considered by the Committee in respect to this matter has included the following:

- Percival Street is 180 metres long and x 7.5 metres wide, with on-street parking on both sides of the road;
- The traffic speed and volume in Percival Street is low, there are clear sight lines and the street is narrow to cross, which in combination, provides a low-risk environment;

- Traffic data collected in 2020 indicates that there is no road safety concern in Percival Street:
 - the traffic volume is 337 vehicles per day;
 - the 85th percentile speed is 40km/h;
 - the average speed at 30.5km/h; and
 - there were no recorded collisions in the last five (5) years; and
- Pedestrian Survey data collected in 2023 which indicated that there is no road safety concern in Percival Street.

In addition, the Committee was advised that Warning signs are installed to raise the awareness of motorists of a potential hazard, obstacle or condition requiring special attention and that the signs may or may not include a supplementary plate under the sign, that indicates specificities, such as advisory traffic *speed*, *distance* to a hazard, or a type of vulnerable pedestrian present (*aged or blind*). Warning signs are not a regulatory sign, as such, do not indicate or reinforce a traffic law or regulation.

It is not the usual practice of the Council to install Warning Signs, (ie “Aged” Signage) at the beginning and end of a street as a general Warning Sign.

It is however, the usual practise of the Council to install Warning signs ‘to warn of the presence of pedestrians on or crossing the road where such activity might be unexpected’, as set out in AS1742.2.

The Applicant has not presented any new evidence for consideration as part of the Request for a Review of Decision other than in the Applicant’s view that as “*there is no longer a nursing home located there and the age cohort of the area doesn’t comply with Aged signage*”, the signs should be removed.

CONCLUSION

The Council’s General Manager, Governance & Civic Affairs has undertaken the review of the information which has been provided to the Committee and the Committee’s decision to retain the Aged Signage in Percival Street, Norwood.

A review of a Committee’s decision enables the Council to reconsider the decision-making process and all the evidence relied on to make a decision, including any new evidence provided and the relevance of any new evidence.

An internal review examines the correctness of the procedures which have been followed in making the decision and may also examine the merits of the decision itself.

In accordance with the Council’s Review of Decisions Policy, when undertaking a review, *the Chief Executive Officer, the Internal Review Contact Officer or the Council, will review the decision in question to ensure that the original decision maker complied with the following procedural requirements and made the best possible decision in the circumstances having regard to the following:*

- *the decision maker had the power to make the decision;*
- *the decision maker considered all matters which were relevant to the making of the decision at the time and did not take into account matters which were not relevant, as well as any additional relevant information or material provided by the applicant;*
- *the decision maker did not exercise a discretion or power in bad faith, for an improper purpose, or while subject to duress or the influence of another person;*
- *the decision maker had no conflict of interest, bias or perceived bias;*
- *the decision maker ensured that findings of fact were based on evidence;*
- *the decision was reasonable; and*
- *the decision maker considered any relevant legislation, Council policies and/or procedures.*

Based on the merits of the review which has been undertaken as part of this process, (ie reconsideration of the facts, law and policy aspects of the original decision and as set out above) and the decision making process which has been followed it has been determined that **the original decision under review can be challenged.**

The reason for this is that, whilst the correct process in terms of the Council's decision making structure has been followed and the decision has been made within the parameters of the Committee's Terms of Reference, the Committee has been presented with information/evidence which does not support the Committee's decision to retain the signage in Percival Street.

Notwithstanding this, the Council can determine to uphold the Committee's decision.

As this decision in respect to the retention of the Aged Signage located in Percival Street has been made by a Committee which has been established by the Council, it is now up to the Council to consider the matter and to determine if the Council is satisfied that the review has been undertaken in a fair and objective manner and that the Council endorses the outcome of the review which has been undertaken.

It is important to note that it is implicit in the provisions of Section 270 of the *Local Government Act 1999*, that a decision on the subject matter of the Review, may be made to replace the original decision (ie the decision which is the subject of the Review).

COMMENTS

In the event the Council does determine to uphold the Applicant's request, the chosen remedy needs to be proportionate and appropriate to the outcome of the review and may include (but is not limited to) such things as:

- varying the original decision;
- returning the situation to its original status (such as not pursuing the construction of something, not implementing the original decision, etc);
- an explanation;
- mediation;
- an apology or admission of fault;
- a change to Council policy procedure or practice;
- a correction of Council records.

In this case, based on the nature of the Request for the Review of Decision and the actual decision which has been made by the Committee, the appropriate "remedy" would be for the Council to vary (ie amend), the decision which has been made by the Traffic Management & Road Safety Committee.

As with all such requests of this nature (ie requests for a Review of a Decision), the Applicant will be advised formally of the outcome of the review and the Council's decision and that if he/she is not satisfied with the determination, he/she may refer the matter to the SA Ombudsman for an External Review.

RECOMMENDATION

1. That following consideration of the investigation and review undertaken by the Council's General Manager, Governance & Civic Affairs (the Section 270 Report), in respect of a Request for Review of Decision, being the decision of the Traffic Management & Road Safety Committee to retain the "Aged" Signage located in Percival Street, Norwood, the Council is satisfied that the review has been undertaken in a fair and objective manner, in accordance with principles of natural justice and the Council's *Review of Decisions Policy & Procedure*.
2. That having considered the Section 270 Report, the Council determines to change the decision of the Traffic Management & Road Safety Committee and, instead, resolves to remove the signage for the reasons set out in this report, namely:
 - the traffic speed and volume in Percival Street is low, there are clear sight lines and the street is narrow to cross which, in combination, provides a low-risk environment;
 - traffic data collected in 2020 indicates that there is no road safety concern in Percival Street; and
 - the Pedestrian Survey data collected in 2023 indicates that there is no road safety concern in Percival Street.
3. That the Applicant be thanked for bringing this matter to the Council's attention and be advised of the Council's decision.

Attachments – Item 11.5

Attachment A

Review of Council Decision Aged Signs Located in Percival Street, Norwood

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**

9.1 PETITION – PERCIVAL STREET NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Executive Assistant, Governance & Civic Affairs
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4549
FILE REFERENCE: qA120318
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to present a petition which has been received requesting the removal of the Pedestrian Warning Signs located in Percival Street, Norwood.

BACKGROUND

The petitioners are requesting the removal of the Pedestrian Warning Signs (Aged) located in Percival Street, Queen Street and Portrush Road.

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

In accordance with the Council's *Privacy Policy*, the personal information of the petitioners, (i.e., 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.

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 petitioners have advised that the Pedestrian Warning Signs, which have the wording "AGED", are causing the residents to feel unsafe and vulnerable by indicating that the residents in the area are elderly.

The signs are located at both ends of Percival Street, Norwood.

The petition has been signed by a total of 28 people, including the Convenor of the petition.

It is important to note, that of the 28 signatures, 23 signatures are in support of the removal of the Pedestrian Warning Signs, and 5 signatures are against the removal of the signs.



**Pedestrian Warning Sign –
Percival Street Norwood
(Entering from Queen Street)**



**Pedestrian Warning Sign –
Percival Street Norwood
(Entering from Portrush Road)**

The Council's *Local Area Traffic Management Policy* sets out the following process in respect to petitions which are received regarding traffic management issues:

Petitions

Petitions regarding traffic management issues which are received by the Council, will be referred to the Committee for consideration.

The Committee shall acknowledge the petition and note that Council staff will then investigate the issues which are raised through the petition. The process which will be used by Council staff in addressing the matter shall be the same as that which is set out in the Traffic Management Investigations Section of this Policy.

RECOMMENDATION

That the Convenor of the petition be advised that this matter will be referred to the Council's Traffic Management & Road Safety Committee, in accordance with the Council's *Local Area Traffic Management Policy*.

Cr Piggott moved:

That the Convenor of the petition be advised that this matter will be referred to the Council's Traffic Management & Road Safety Committee, in accordance with the Council's Local Area Traffic Management Policy.

Seconded by Cr Whittington and carried unanimously.

A3

Attachment A

**Petition
Percival Street, Norwood
Pedestrian Warning Signs**

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**



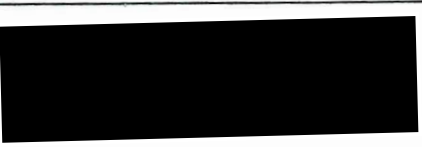

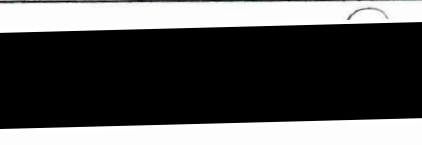

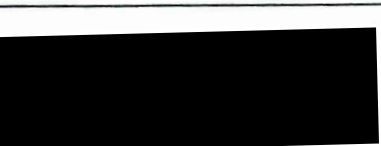





PERCIVAL STREET "AGED" SIGN

The sign erected by CCH which is currently located on Percival Street, Norwood and reads "AGED" is not needed.


The sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes us more likely to suffer harm from offenders, as they will likely view the residents as easy targets.

We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
HELEN BURVILL		
ANNMARIE PRESCOTT		
JAN CHINNERY		
Ella Adamson		
Anne Nocka		
Jude CRAWFORD		

I certify this to be a true and correct copy of the original document sighted at NORWOOD on 24.10.22


 Michael Richard Baldwin
 JP # 25583
 A Justice of the Peace
 for South Australia

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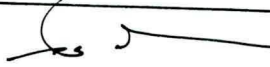
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NAME	ADDRESS	SIGNATURE
Deb Tarca	[REDACTED]	[REDACTED]
Emily Tarca	[REDACTED]	[REDACTED]
Ed Johnson	[REDACTED]	[REDACTED]
M. LOON	[REDACTED]	[REDACTED]
A. Remedios	[REDACTED]	[REDACTED]
J. Tran	[REDACTED]	[REDACTED]
J. Lapsidge	[REDACTED]	[REDACTED]

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If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
Pam Cobblestick John Cobblestick	[REDACTED] Norwood	[REDACTED]
Peter Dimiani	[REDACTED] Norwood	[REDACTED]
C Shute	[REDACTED] Norwood	[REDACTED]
T. NEILLY	[REDACTED] NORWOOD	[REDACTED]
C Telfer	[REDACTED] NORWOOD 5067	[REDACTED]
Marg McClure	[REDACTED] Norwood	[REDACTED]

I certify this to be a true and correct copy of the original document
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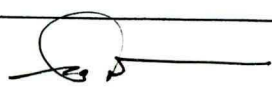
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We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
David Garrett	[REDACTED] Norwood	[REDACTED]

I certify this to be a true and correct copy of the original document
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 on *24. 10. 22*


 Michael Richard Baldwin
 JP # 25583
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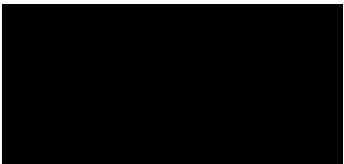
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If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
P THORNLEY		
	COPY	

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If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
CHRISTINE EVANS	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> NORWOOD SA 7063 <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>	<div style="background-color: black; width: 100%; height: 100%;"></div>
	COPY	

PERCIVAL STREET "AGED" SIGN

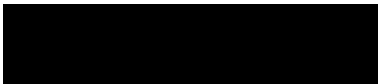

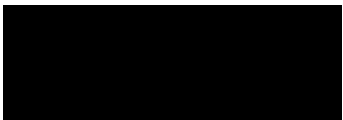
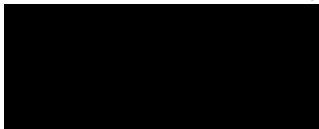

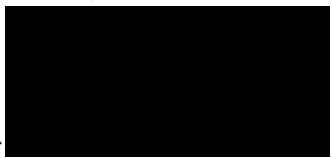

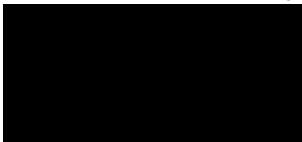


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We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

IF YOU DISAGREE, please SIGN BELOW

COPY

NAME	ADDRESS	SIGNATURE
SUSAN SHERIDAN + SUSAN MAGAREY	 Norwood	
NICK NASH		
RICHARD WILLING		
Jan Lanson	 Norwood	
AHAGAN		

				Norwood	Against
				Norwood	For
				Norwood	For

Total residents = 15

2 For 13 Against

Group C

Private Residents living in Percival St

Surname	Given name	Unit	Address	Vote	
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	Unknown

Total residents =10

9 For 1 Unknown

Attachment B

Review of Council Decision Aged Signs Located in Percival Street, Norwood

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**

4.1 PETITION – PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA95218
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the Committee”) of a Petition which has been received and considered by the Council at its meeting held on 1 May, 2023, requesting the removal of the *pedestrian* warning signs which are located at each end of Percival Street, Norwood.

BACKGROUND

The Petitioners are requesting the removal of the pedestrian warning signs located at each end of Percival Street because in their opinion, *“the sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes you more likely to suffer harm from offenders, as they will likely view the residents as easy targets”*.

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

The petition has been signed by a total of twenty-eight (28) people, including the convenor of the petition.

Of the twenty-eight (28) signatories, twenty-three (23) are in support of the removal of the pedestrian warning signs, and five (5) signatories are against the removal of the signs.

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.

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

Pedestrians are vulnerable road users and a collision between a vehicle and a pedestrian can result in a catastrophic impact. Older pedestrians can be particularly vulnerable because a higher proportion of older people are frail which can result in a higher crash severity, or they may have mobility, vision or hearing impairments that make crossing a road more difficult.

The traffic speed and volume in Percival Street is low, there are clear sight lines and the street is narrow to cross, which in combination, provides a low-risk environment. As such, the likelihood of a *catastrophic* event occurring is unlikely, which classifies the risk rating as *high* (6).

The installation of the pedestrian warning signs may raise awareness to motorists that there is a high proportion of vulnerable pedestrians in the street and hence result in more considerate driver behaviour than if the signs were not installed. However, this impact is not measurable and the risk rating would not change as a result of the signs.

Risk Event	Risk Event	Impact Category	Risk Rating	Primary Mitigation	Impact Category	Residual Rating
1	A pedestrian injury	People	High 6	Installation of Pedestrian Warning sign	People	High 6

COVID-19 IMPLICATIONS

Not Applicable.

CONSULTATION

- Committee Members**
 Councillors Duke, Knoblauch and Holfeld are aware of the petition as it was tabled to the Council at its meeting held on 1 May, 2023.
- Staff**
 General Manager, Governance & Community Affairs
 General Manager, Urban Planning & Environment
- Community**
 Not Applicable.
- Other Agencies**
 Clayton Church Homes.

DISCUSSION

Percival Street is 180 metres long and x 7.5 metres wide, with on-street parking on both sides of the road. Traffic data collected in 2020 is set out below and indicates that there is no road safety concern in Percival Street.

- The traffic volume is 337 vehicles per day;
- The 85th percentile speed is 40km/h;
- the average speed at 30.5km/h; and
- there were no recorded collisions in the last five (5) years.

Sixty-three (63) dwellings have direct car park and pedestrian access onto Percival Street, including twenty-seven (27) units that face onto Beulah Road and one dwelling that faces onto Portrush Road. Of these sixty three (63) dwellings, fifty (50), are owned by Clayton Church Homes, and twelve (12) are privately owned dwellings.

Clayton Church Homes has advised the Council that their dwellings are all *retirement living* and most are fully independent, however it is anticipated that eventually most residents will require home care assistance as they age.

The signs in contention are the '*Pedestrian*' warning signs with '*Aged*' supplementary plates, located at each end of Percival Street, as shown in *Photos 1 and 2*.



Photo 1: The pedestrian warning signs in Percival Street for eastbound traffic, near Queen Street



Photo 2: the pedestrian warning signs in Percival Street for westbound traffic, near Portrush Road

The break-down of the of the petition signatories is set out below.

- a total of twenty-eight (28) residents who have access directly onto Percival Street signed the petition;
- seventeen (17) of the signatories reside in Clayton Church Homes and eleven (11) reside in privately-owned dwellings;
- Twenty-three (23) of the signatories supported the removal of the pedestrian warning signs;
- of the residents who supported the removal of the signs, twelve (12) reside in Clayton Church Homes and eleven (11) reside in privately-owned dwellings;
- five (5) signatories are opposed to the removal of the pedestrian warning signs and all were residents of Clayton Church Homes.

Warning signs are a diamond shape sign with a black symbol and are installed to raise motorist awareness of a potential hazard, obstacle or condition requiring special attention. Warning signs may or may not include a rectangular supplementary plate under the sign, that indicates specificities, such as advisory traffic *speed*, *distance* to a hazard, or a type of vulnerable pedestrian present (*aged or blind*). Warning signs are not a regulatory sign, as such, do not indicate or reinforce a traffic law or regulation.

The relevant extract from Australian Standard (AS1742.2) defines the purpose for the installation of pedestrian warning signs and is set out below.

- *The W6-1 pedestrian warning sign is used to warn of the presence of pedestrians on or crossing the road where such activity might be unexpected.*
- *A supplementary legend sign describing particular classes of pedestrians such as Aged or Blind may be used in conjunction with this sign.*
- *The use of Regulatory and Warning signs should be restricted to the minimum consistent with their particular requirement, as signs tend to lose their effectiveness if used unnecessarily or too frequently.*

Although the pedestrian warning signs were originally installed prior to 2007, Clayton Church Homes residents have expressed conflicting views to the Council in recent years about whether the sign should or should not be in place. The approximate timeline of events that have taken place is set out below.

- **April 2020:** The Council received a request from a resident to remove the pedestrian warning signs, stating that they were redundant because they were installed for a nursing home that was located in Percival Street that has been demolished. The request added that the nursing home had been replaced by *independent living units* which housed residents who were not elderly and did not require the signs.

The pedestrian warning signs were removed following an investigation of:

- Traffic data which identified that road safety was not a concern in Percival Street; and
 - the Australian Standards could be interpreted that the pedestrian warning signs were not applicable, because pedestrian activity *is expected* in Percival Street, similar to any other street and this did not constitute a *hazard, obstacle, or condition requiring special attention*.
- **May 2020:** The Council received correspondence from several residents of Clayton Church Homes, listing a comprehensive list of traffic and parking concerns, including a request to reinstall the pedestrian warning signs.

The Council met with the group of residents to discuss their issues and an email was forwarded to the residents that responded to each of their concerns. This included details of the Australian Standard extract that explained the reason why the pedestrian signs were removed.

- **November 2020:** to assist with an agreeable solution, Clayton Church Homes administration undertook a survey of their residents, which identified that the majority of residents preferred that the pedestrian warning be reinstated.

Council staff identified that given that there is no legal requirement for or against the installation of the pedestrian warning signs, the Australian Standard could be interpreted that a high proportion of residents residing in retirement homes along the street, justified the installation of the pedestrian warning signs to raise motorist awareness of the possible presence of vulnerable road users.

The Council met a Clayton Church Homes representative and several of their residents on site to agree on the preferred locations of the signs. A plan was prepared that depicted these locations and sent to Clayton Church Homes for approval prior to installation. The locations were subsequently approved and the signs were installed.

- **January 2021:** A newly appointed Property Manager at Clayton Church Homes requested that the Council remove the pedestrian warning signs, on behalf of their residents.

The Council removed the 'aged' supplementary plate but left the diamond-shaped pedestrian warning sign and post in place.

As a result, Clayton Church Homes contacted the Council again, noting that the Council had made "an error" and requested that the entire signs and posts be removed. The signs were removed and the Council informed Clayton Church Homes that the signs would not be reinstated in the future.

- **May 2022:** A newly appointed staff member of Clayton Church Homes, on the resident's behalf, requested to the Council that the pedestrian signs be reinstated. A history of the sign removal and installation was forwarded to the Clayton Church Homes staff member and it was stated that given this history, the pedestrian warning signs would not be reinstated. Clayton Church Homes provided absolute assurance to the Council that the reinstatement of the signs was agreed by all parties, and that there would be no further requests for installation or removal of the signs.

The Council reinstated the pedestrian warning signs and reiterated to Clayton Church Homes that they would not be removed at any time in the future.

- **September 2022:** The Council received a request from a newly appointed staff member of Clayton Church Homes to remove the pedestrian warning signs in Percival Street, on behalf of a resident. The new staff member was provided with the history of the signs and they were advised that the signs would not be removed.
- **November 2022:** The Council received an email from the newly appointed staff member of Clayton Church Homes requesting that the pedestrian signs be removed, because residents had provided a survey that identified that the majority of residents wanted the sign removed.

The new staff member was informed of the history of the sign and advised that the signs would not be removed.

- **May 2023:** The Council received the petition that is the subject of this report, to remove the pedestrian warning signs.
- **May 2023:** The Council received an email from Clayton Church Homes advising that their preference is for the pedestrian signs to remain.

CONCLUSION

The pedestrian warning signs were originally installed prior to 2007 and as set out above, have been removed and reinstalled several times in the last three (3) years at the request of residents or the administration of Clayton Church Homes.

A number of Clayton Church Homes residents would like the pedestrian warning signs installed because in their opinion, there are road safety concerns for elderly and vulnerable pedestrians. Other residents of Percival Street would prefer that the signs are not installed because in their opinion, the signs cause the residents to feel unsafe and vulnerable by indicating that the residents in the area are elderly. There has been a high turnover of staff at Clayton Church Homes and as turnover has occurred, the Council has received conflicting requests from new staff to either remove or reinstate the signs.

COMMENTS

There is no research available that confirms or contradicts the reasons set out in the petition for the removal of the sign, which as stated by the Convenor of the petition is that, *"the sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes us more likely to suffer harm from offenders, as they will likely view the residents as easy targets"*.

The pedestrian signs are not regulatory signs that inform motorists of a *legal requirement*, but are simply a warning to motorists to be aware of a special condition on the street. Percival Street does not have any specific *physical* street conditions however there is a high percentage of older people who reside in the street from the Clayton Church Homes Retirement Village.

Older pedestrians are included in the group of vulnerable road users, along with young children and people who ride bicycles. Older pedestrians are included in this group because they are more likely to be frail which can result in a higher crash severity, and some may find the crossing of roads difficult because of reduced mobility, vision or hearing.

OPTIONS

Option 1: Do nothing.

The Committee could decide to leave the signs in place because there is a relatively high proportion of older residents living in Percival Street and a survey undertaken in 2020 identified that the majority of residents preferred that the sign be installed and Clayton Church Homes has advised the Council that it is their preference that the signs remain in place.

This option is recommended because the pedestrian warning signs may raise motorist awareness that there is a high proportion of vulnerable pedestrians in the street and hence result in a safer environment for pedestrians than if the signs were not installed

Option 2: Remove the pedestrian warning signs and Aged supplementary plates.

The Committee could decide to remove the signs due to twenty-three (23) residents of Percival Street signing the petition stating that in their opinion, the signs are not required and that the traffic data does not indicate that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

This option is not recommended because pedestrian safety is paramount, particularly in an environment with a significant proportion of older pedestrians, albeit, that the removal of the pedestrian warning signs and Aged supplementary plates could also be considered a reasonable action to take given the data shows there is no traffic related safety concerns in terms of vehicular speeds and volumes

Option 3: Remove the Aged supplementary plates, but leave the pedestrian warning signs in place.

The Committee could decide that as a compromise the Aged supplementary be removed only.

This is not recommended because the pedestrian warning sign by itself would not provide sufficient information to motorists with regard to the reason of the warning, and could therefore be more likely to be ignored that if the *aged* plate was in place.

RECOMMENDATION

1. That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 1 May, 2023, be received and noted.
 2. That based upon the results of the outcomes from the investigations set out in this report, the *pedestrian* warning signs and *aged* supplementary plates, are to remain in their current positions at each end of Percival Street.
 3. That the Petitioners be advised of the outcome and thanked for bring their concerns to the Councils attention.
-

Mr Nick Meredith moved:

1. *That the Petition (as contained in Attachment A), that was received by the Council at its meeting held on 1 May, 2023, be received and noted.*
2. *That based upon the results of the outcomes from the investigations set out in this report, the pedestrian warning signs and aged supplementary plates, are to remain in their current positions at each end of Percival Street.*
3. *That the Petitioners be advised of the outcome and thanked for bring their concerns to the Councils attention.*

The motion lapsed for want of a seconder.

Mr Charles Mountain moved:

That the determination of this matter be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

Seconded by Mr Nick Meredith and carried unanimously.

B8

Attachment A

**Petition
Percival Street, Norwood
Pedestrian Warning Signs**

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**

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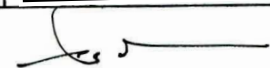
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If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
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ANNMARIE PRESCOTT	[REDACTED]	[REDACTED]
JAN CHINNERY	[REDACTED]	[REDACTED]
Ella Adamson	[REDACTED]	[REDACTED]
Anne Nocka	[REDACTED]	[REDACTED]
Jude CRAWFORD	[REDACTED]	[REDACTED]

I certify this to be a true and correct copy of the original document sighted at NORWOOD on 24.10.22


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M. Loda	[REDACTED]	[REDACTED]
A. Remedios	[REDACTED]	[REDACTED]
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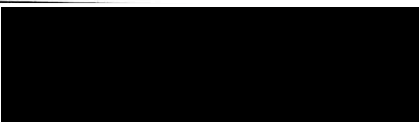
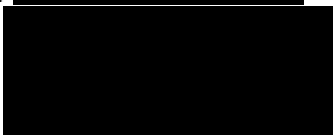

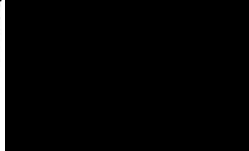
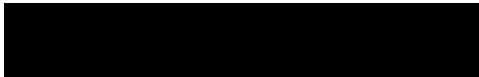
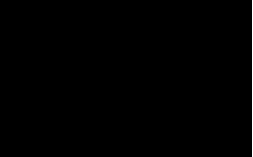

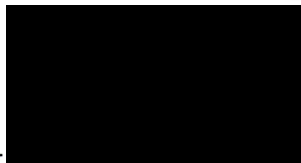

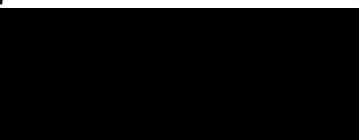
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C Telfer	 NORWOOD 5067	
Marg McClure	 Norwood	

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 for South Australia

PERCIVAL STREET "AGED" SIGN

The sign erected by CCH which is currently located on Percival Street, Norwood and reads "AGED" is not needed.

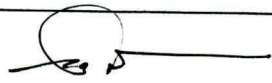
The sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes us more likely to suffer harm from offenders, as they will likely view the residents as easy targets.

We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
David Garrett	[REDACTED] Norwood	[REDACTED]

I certify this to be a true and correct copy of the original document
sighted at *NORWOOD*
on *24. 10. 22*


Michael Richard Baldwin
JP # 25583
A Justice of the Peace
for South Australia

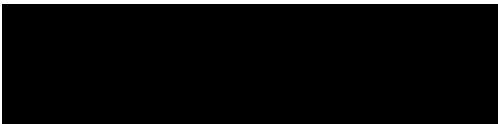
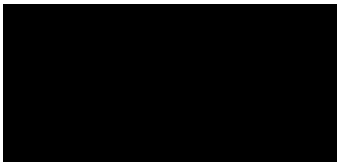
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We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
P THORNLEY		
	COPY	

PERCIVAL STREET "AGED" SIGN

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We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

If you agree, please sign below:

NAME	ADDRESS	SIGNATURE
CHRISTINE EVANS	[REDACTED] NORWOOD SA 5063 [REDACTED]	[REDACTED]
	COPY	

PERCIVAL STREET "AGED" SIGN

The sign erected by UCA which is currently located on Percival Street, Norwood and reads "AGED" is not needed.

The sign makes the residents of Percival Street feel unsafe and more vulnerable, as it draws attention to the fact the residents are elderly. Our view is that it makes us more likely to suffer harm from offenders, as they will likely view the residents as easy targets.

We ask respectfully that it be removed in order to make us feel more safe and to remove the increased risks to our safety caused by this sign.

IF YOU DISAGREE, PLEASE SIGN BELOW

COPY

NAME	ADDRESS	SIGNATURE
SUSAN SHERIDAN + SUSAN MAGAREY	[REDACTED] Norwood	[REDACTED]
NICK NASH	[REDACTED]	[REDACTED]
RICHARD WILLING	[REDACTED]	[REDACTED]
Jan Lansel	[REDACTED] Norwood	[REDACTED]
AHHAGAN	[REDACTED]	[REDACTED]

				Norwood	Against
				Norwood	For
				Norwood	For

Total residents = 15

2 For 13 Against

Group C

Private Residents living in Percival St

Surname	Given name	Unit	Address		Vote
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	For
				Norwood	Unknown

Total residents =10

9 For 1 Unknown

Attachment C

Review of Council Decision Aged Signs Located in Percival Street, Norwood

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**

5.2 PERCIVAL STREET, NORWOOD – PEDESTRIAN WARNING SIGNS

REPORT AUTHOR: Manager, Traffic & Integrated Transport
GENERAL MANAGER: General Manager, Urban Planning & Environment
CONTACT NUMBER: 8366 4542
FILE REFERENCE: qA95218
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to advise the Traffic Management & Road Safety Committee (“the Committee”) of the final recommendations regarding the removal or retention of *pedestrian* warning signs which are located at each end of Percival Street, Norwood.

BACKGROUND

At its meeting held on 20 June, 2023, the Committee considered a staff report regarding a Petition submitted by residents of Percival Street, that requested the removal of two *pedestrian* warning signs. A copy of the report and Minutes is contained in **Attachment A**.

The Committee considered the investigations which were undertaken regarding this issue, but were unable to agree on a final determination. As such, the Committee unanimously agreed that determination of the matter should be deferred to allow staff to undertake a pedestrian survey and present the results to the Committee.

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.

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

Pedestrians are vulnerable road users and a collision between a vehicle and a pedestrian can result in a catastrophic impact. Older pedestrians can be particularly vulnerable because a higher proportion of older people are frail which can result in a higher crash severity, or they may have mobility, vision or hearing impairments that make crossing a road more difficult.

The traffic speed and volume in Percival Street is low, there are clear sight lines and the street is narrow to cross, which in combination, provides a low-risk environment. As such, the likelihood of a *catastrophic* event occurring is unlikely, which classifies the risk rating as *high* (6), refer to Table 1.

The installation of the pedestrian warning signs may raise awareness to motorists that there is a high proportion of vulnerable pedestrians in the street and hence result in more considerate driver behaviour than if the signs were not installed. However, this impact is not measurable and the risk rating would not change as a result of the signs.

TABLE 1: RISK RATING

RISK EVENT	RISK EVENT	IMPACT CATEGORY	RISK RATING	PRIMARY MITIGATION	IMPACT CATEGORY	RESIDUAL RATING
1	A pedestrian injury	People	High 6	Installation of Pedestrian Warning sign	People	High 6

CONSULTATION

- **Committee Members**
Crs Duke, Knoblauch and Holfield are aware of the petition as it was tabled to the Council at its meeting held on 1 May, 2023.
- **Staff**
General Manager, Governance & Community Affairs
General Manager, Urban Planning & Environment
- **Community**
Not Applicable
- **Other Agencies**
Clayton Church Homes

DISCUSSION

Percival Street, Norwood, is a residential east-west street, located between Portrush Road and Queen Street, just south of Beulah Road. It carries low traffic volumes of 337 vehicles per day, low traffic speed of 40km/h, and there have been no recorded crashes in the last five (5) years. The majority of dwellings that have direct access onto Percival Street are retirement living dwellings, owned by Clayton Church Homes.

The pedestrian warning signs were originally installed in Percival Street prior to 2007 and have been removed and reinstalled several times in the last three years at the request of residents or the administration of Clayton Church Homes. One group of Clayton Church Homes residents would like the signs to remain and another group of Clayton Church Homes residents would like the signs removed.

The pedestrian signs are not *regulatory* signs that inform motorists of a *legal requirement*, but are simply a warning to motorists to be aware of a special condition on the street. Percival Street does not have any specific *physical* street conditions however there is a high percentage of older people who reside in the street from the Clayton Church Homes Retirement Village.

The reasons why the signs could be removed are set out below:

- this type of sign is typically used to warn of the presence of pedestrians on, or crossing the road where such activity might be unexpected;
- the sign is generally not installed at each end of a residential street because pedestrians can cross anywhere along the roadway, or alternatively use the designated crossing points (kerb ramps), at each end of the street;
- all of the Clayton Church Homes dwellings are separate and there is not a pedestrian “desire-line” at any point along the street where residents cross to access a community facility;
- traffic signs should only be installed where absolutely required, otherwise signs tend to lose their effectiveness if used unnecessarily or too frequently; and
- traffic data shows that there are no traffic-related safety concerns in terms of vehicular speeds and volumes.

The reasons why the signs could remain in place are set out below:

- older pedestrians can be particularly vulnerable because a higher proportion of older people are frail which can result in a higher crash severity, or they may have mobility, vision or hearing impairments that make crossing a road more difficult; and
- the installation of the pedestrian warning signs may raise awareness to motorists that there is a high proportion of vulnerable pedestrians in the street and hence result in more considerate driver behaviour than if the signs were not installed.

At its meeting held on June 20, 2023, the Committee resolved that the reasons that the signs could be removed (as listed above), justified the removal of the signs. However, the Committee noted that there was a considerable volume of older pedestrians living in Percival Street and that if there was a high volume of older pedestrians crossing Percival Street on a regular basis, that there could be justification for the signs to remain.

Observations were undertaken in July and August 2023, over a number of days and are listed in Table 2. The observations were undertaken on fine days when weather conditions would not restrict the presence of pedestrians and at various times of the day to include the peak AM and PM periods when traffic volumes are at their highest, at also at mid-morning, midday and mid-afternoon. The aim of the observations was to count the number of pedestrians that crossed Percival Street mid-block. It did not count pedestrians who crossed at the kerb ramps at Queen Street or Portrush Road.

In summary, the pedestrians who crossed Percival Street, mid-block were predominantly either:

- people who parked their car on the north side of the street and crossed Percival Street as part of their journey to or from the direction of The Parade; or
- people entering or leaving a dwelling on Percival Street before walking toward Queen Street or Portrush Road.

Several pedestrians were observed to walk along the centre of Percival Street for a distance before crossing to the footpath which demonstrated their lack of concern with regard to traffic in Percival Street. There were no road safety issues observed and traffic volumes and speeds were suitable for the street environment.

TABLE 2: PEDESTRIAN OBSERVATIONS

DATE (2023)	TIME OF DAY	NO. OF VEHICLES	NO. OF PEDESTRIANS	COMMENTS
Tuesday 27 July	2:55pm to 3:25pm	15 cars 1 cyclist	4	
Wednesday 26 July	12:20pm to 12:50pm	15 cars	10	Included a group of four (4) Percival Street residents who crossed together.
	8:30am to 9:00am	13 cars	3	
Tuesday 1 August	10:40am to 11:10am	11 cars	2	Both movements were Percival Street residents.
	5:00pm to 5:30pm	18 cars 1 cyclist	4	Included two (2) Percival Street residents.
Thursday 3 August	12:45pm to 1:15pm	7 cars	5	None appeared to be Percival Street residents. One pedestrian was on a skateboard in the centre of the street.
Tuesday 8 August	12:45pm to 1:15pm	13 cars	4	Three (3) of these movements were the same pedestrian walking from his car to a dwelling to undertake gardening services.

CONCLUSION

Pedestrian warning signs were installed in Percival Street prior to 2007 and have been removed and reinstalled several times in the last three years at the request of residents or the administration of Clayton Church Homes. One group of Clayton Church Homes residents would like the signs to remain and another group of Clayton Church Homes residents would like the signs removed.

Site observations have been undertaken to determine whether there is justification for the pedestrian warning signs to remain or be removed. There was very little pedestrian activity observed.

COMMENTS

It is important to note that the determination by the Committee will bring this matter to a close and it will not be re-considered unless circumstances regarding the road and road user environment significantly change and or new evidence is provided that, in the opinion of the Council's Manager, Traffic & Integrated Transport, warrants a review of the need or otherwise for pedestrian warning signs on Percival Street.

OPTIONS

Option 1: Do nothing

The Committee could decide that the signs be left in place because there is a relatively high proportion of older residents living in Percival Street and the signs may improve road safety for these vulnerable pedestrians.

This option is not recommended because of the reasons set out below:

- pedestrian warning signs are typically used to warn of the presence of pedestrians on, or crossing the road where such activity might be unexpected;
- the sign is generally not installed at each end of a residential street because pedestrians can cross anywhere along the roadway, or alternatively use the designated crossing points (kerb ramps), at each end of the street;
- all of the Clayton Church Homes dwellings are separate and there is not a pedestrian desire-line at any point along the street where residents cross to access a community facility;
- traffic signs should only be installed where absolutely required, otherwise signs tend to lose their effectiveness if used unnecessarily or too frequently;
- traffic data shows that there are no traffic-related safety concerns in terms of vehicular speeds and volumes; and
- site observations did not identify that pedestrian activity is high.

Option 2: Remove the pedestrian warning signs

The Committee could decide to remove the signs because the signs are not used for their intended purpose and they are not required because traffic data and site observations do not identify that there is a road safety concern in Percival Street that warrants pedestrian warning signs.

This option is recommended on the basis of the traffic investigations identified and set out in this report.

RECOMMENDATION

1. That based upon the results of the outcomes of the investigations that have been undertaken and as set out in this report, which included a pedestrian survey, the *pedestrian* signs at each end of Percival Street be removed.
 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.
-

Mr Nick Meredith moved:

- 1. That based upon the results of the outcomes of the investigations that have been undertaken and as set out in this report, which included a pedestrian survey, the pedestrian signs at each end of Percival Street be removed.*
- 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.*

The motion lapsed for want of a seconder.

Mr Shane Foley moved:

- 1. That the existing signage be retained.*
- 2. That the Petitioners be advised of the outcome and thanked for bringing their concerns to the Council's attention.*

Seconded by Cr Holfeld and carried.

Attachment D

Review of Council Decision Aged Signs Located in Percival Street, Norwood

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

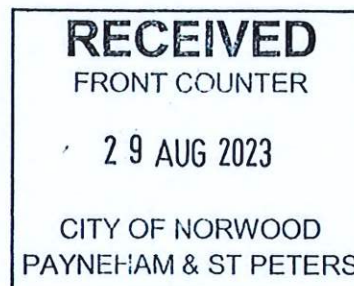
Telephone 8366 4555
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Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

28 August 2023

Mr Mario Barone
Chief Executive Officer
Norwood Payneham & St Peters Council



Dear Mr Barone

Subject

Formal request for a review of a Traffic Management & Road Safety Committee decision

The decision by the Traffic Management & Road Safety Committee made at their committee meeting held 15 August 2023 not to remove the Pedestrian Warning/Aged Sign located at each end of Percival Street Norwood, is at odds with the evidence presented by representatives of CCH Percival Street ILUs and private residents of that street.

The evidence presented included:-

- a survey undertaken in November 2022, at the request of the Manager of Traffic & Integrated Transport, of all residents residing in Percival St with the outcome of a majority wanting the sign removed.
20 for removal, 13 against removal, 1 unknown
Refer Attachment 1 – Outcomes of resident’s survey
- a second survey, Pedestrian Observation Survey, proposed and undertaken by staff of Traffic & Integrated Transport to determine pedestrian usage of Percival Street with results showing low pedestrian and traffic use.
Refer Attachment 2 – Outcomes of Pedestrian Observation Survey
- the Manager of Traffic & Integrated Transport recommendation to have the sign taken down.
Refer Attachment 3 – email received

Brief summary of timelines.

At the Transport Management & Road Safety Committee meeting held on the 20th June 2023 it was requested by representatives of Percival Street ILUs and private residents that Council remove the Pedestrian Warning/Aged signs, located at each end of Percival Street as there is no longer a nursing home located there and the age cohort of the area doesn’t comply with Aged signage.

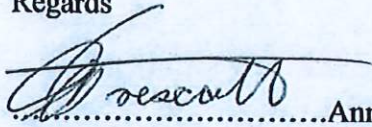
The outcomes of the resident’s survey, as above, was provided to the Committee.


The Committee at that meeting was unable to agree on whether the sign would be removed or it remain, hence the proposal to carry out the Pedestrian Observation Survey was made. It was noted that there are already excessive traffic signs in the street, that is, two 40 kmh signs, two Pedestrian Warning/Aged signs and one Local Traffic Only sign.


The results of the Pedestrian Observation Survey were presented to the Committee at their 15 August 2023 meeting where the decision to leave the Pedestrian Warning/Aged signs was made in light of evidence to the contrary being presented at both meetings supporting its removal.

Thank you for your consideration of this matter and we look forward to your response.

Regards


.....Annemarie Prescott


.....Helen Burvill


.....Jan Chinnery

Representing Percival Street ILUs and Percival Street private residents

Contact

Annmarie Prescott. prescott.annmarie@gmail.com

mobile : [0404911555](tel:0404911555)

Enclosed
Attachment 1
Attachment 2
Attachment 3

Attachment 1

Summary of households surveyed in Percival St.

Residents	For	Against	Unknown	Total
Group A Residents of Percival/Queen St ILU	9	-	-	9
Group B Residents of Beulah Terrace Units located in Percival St	2	13	-	15
Group C Private residents living in Percival St	9	-	1	10
Total	20	13	1	34

Group A

Residents Percival/Queen St ILU

Surname	Given name	Unit	Address	Vote
Reilly	Terry & Ieva	1	2-6 Percival St, Norwood	For
Thornley	Peter & Mary	2	2-6 Percival St, Norwood	For
Lapidge	John & Lesle	3	2-6 Percival St, Norwood	For
Cobbledick	John & Pam	4	2-6 Percival St, Norwood	For
Damiani	Peter & Jenny	5	2-6 Percival St, Norwood	For
Fuerstenau & Shute	Knut & Claire	6	2-6 Percival St, Norwood	For
Prescott	Annmarie		28A Queen St, Norwood	For
Burville	Helen		28B Queen St, Norwood	For
Chinnery	Jan		28C Queen St, Norwood	For

Total residents = 9

9 For

Group B
Residents Residents of
Beulah Terrace Units located in Percival St

Surname	Given name	Unit	Address	Vote
Sheridan & Magarey	Sue & Susan		5 Percival St, Norwood	Against
Nash	Nick & Lynn-Maree		7 Percival St, Norwood	Against
Hagan	Andy & Judy		9 Percival St, Norwood	Against
Willing	Richard		11 Percival St, Norwood	Against
Lanser	Jan		13 Percival St, Norwood	Against
Names not known			3/144 Percival St, Norwood	Against
			7/144 Percival St, Norwood	Against
			8/144 Percival St, Norwood	Against
			7/146 Percival St, Norwood	Against
			8/146 Percival St, Norwood	Against
			9/146 Percival St, Norwood	Against
			9/148 Percival St, Norwood	Against
			10/148 Percival St, Norwood	Against
Evans	Christine		8/148 Percival St, Norwood	For
Crawford	Judith		15 Percival St, Norwood	For

Total residents = 15

2 For 13 Against

Group C
Private Residents living in Percival St

Surname	Given name	Unit	Address	Vote
Tefler	Cate		1 Percival St, Norwood	For
Garre	David		3 Percival St, Norwood	For
Remedios	A	1	8 Percival St, Norwood	For
Tran	J	3	8 Percival St, Norwood	For
Louca	M		10 Percival St, Norwood	For
Taron	Deb & Emily		12 Percival St, Norwood	For
Adamson	Ella		14 Percival St, Norwood	For
McClure	Mary		30a Queen St, Norwood	For
Nocka	Anne	1	257 Portrush Rd, Norwood	For
Name not known		2	8 Percival St, Norwood	Unknown

Total residents =10

9 For 1 Unknown

Attachment 2

TABLE 2: PEDESTRIAN OBSERVATIONS

DATE (2023)	TIME OF DAY	NO. OF VEHICLES	NO. OF PEDESTRIANS	COMMENTS
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CONCLUSION

Pedestrian warning signs were installed in Percival Street prior to 2007 and have been removed and reinstalled several times in the last three years at the request of residents or the administration of Clayton Church Homes. One group of Clayton Church Homes residents would like the signs to remain and another group of Clayton Church Homes residents would like the signs removed.

Site observations have been undertaken to determine whether there is justification for the pedestrian warning signs to remain or be removed. There was very little pedestrian activity observed.

COMMENTS

It is important to note that the determination by the Committee will bring this matter to a close and it will not be re-considered unless circumstances regarding the road and road user environment significantly change and or new evidence is provided that, in the opinion of the Council's Manager, Traffic & Integrated Transport, warrants a review of the need or otherwise for pedestrian warning signs on Percival Street.

Attachment 3

Confidentiality and Privilege Notice

This email is intended only to be read or used by the addressee. It is confidential and may contain legally privileged information. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), or you have received this communication in error, you must not copy or distribute this message or any part of it or otherwise disclose its contents to anyone. Confidentiality and legal privilege are not waived or lost by reason of mistaken delivery to you. No representation is made that this email or associated attachments (if any) are free of viruses or other defects. Virus scanning is recommended and is the responsibility of the recipient.

From: Warren Ortmann <wortmann@claytonhomes.com.au>
Sent: Monday, 21 November 2022 4:16 PM
To: Gayle Buckby <GBuckby@npsp.sa.gov.au>
Subject: Aged Care sign on Percival St Norwood

Hi Gayle,

My name is Warren Ortmann and I am the new Executive Manager for Finance and Property. I have replaced James Bardsley and started late October.

As I understand it, there is an Aged Care sign on Percival Street that was installed 6 months ago. I believe you were given assurances from Dan Atchinson that the residents were the ones asking for the sign.

I met with 3 residents on Friday afternoon and it appears that the residents did not want the sign installed and further to this have obtained signatures from around 20 people in Percival street to take the sign down (9 from CCH and 11 from others residing in the street).

As such, I am requesting for the Aged sign to be removed.

Given the previous history, is this something you could entertain? I would understand if this is not possible given the history behind this sign and the assurances provided 6 months ago, this request would not occur. If you can entertain it, it would be appreciated by CCH and the residents.

I can be contacted on my mobile phone if you would like – [0414 322 738](tel:0414322738).

From your partition, you had 20 sign, did the other 15 households decline the partition and so are in favour of keeping the sign? We might need to understand what the other 15 households would like to do by signing something.

Kind regards

Warren

From: Gayle Buckby <GBuckby@npsp.sa.gov.au>
Sent: Thursday, 24 November 2022 4:54 PM
To: Warren Ortmann <wortmann@claytonhomes.com.au>
Subject: RE: Aged Care sign on Percival St Norwood

Hi Warren

Given the history, I would say that 20 people want the sign taken down and another 20 want the sign to remain.

I would need assurance (proof) that you have surveyed every single person in Percival Street and the majority agree that it be removed.

(Although I have had this assurance from a previous CCH Manager – and it was that the majority wanted the sign).

This sign has been installed and removed numerous times – two email trails are attached, but there are several more in the file.

Kind regards,

Gayle Buckby
MANAGER, TRAFFIC & INTEGRATED TRANSPORT

City of Norwood Payneham & St Peters

175 The Parade, Norwood SA 5067

Telephone 8366 4542

Facsimile 8332 6338

Email gbuckby@npsp.sa.gov.au

Website www.npsp.sa.gov.au

<image001.png>

Think before you print.

11.6 NOMINATIONS TO EXTERNAL BODIES

REPORT AUTHOR: Executive Assistant, Governance & Civic Affairs
GENERAL MANAGER: General Manager, Governance & Civic Affairs
CONTACT NUMBER: 8366 4533
FILE REFERENCE: qA2219
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to advise the Council of the invitation for nominations from the Local Government Association of South Australia (LGA), for appointments to the following bodies:

1. Environment Protection Authority Board;
2. Local Government Grants Commission; and
3. SA Heritage Council.

Details relating to these appointments are set out below.

Environment Protection Authority Board

The Local Government Association of South Australia (LGA), is inviting nominations for appointment to the Environment Protection Authority Board (the Board).

The Environment Protection Authority (EPA), administers the *Environment Protection Act 1993*, *Radiation Protection and Control Act 2021* and the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.

The role of the Board is to oversee the governance, strategic planning and primary objective of the EPA, which is to manage and influence human activities to protect, restore and enhance the environment, including human well-being.

The LGA is seeking nominations from suitably qualified Council Members, or Council employees, to be appointed to the Board for a three (3) year term commencing in February 2024.

The current Local Government Members of the Board are:

- Dr Helen McDonald, Chief Executive Officer, Clare and Gilbert Valleys Council; and
- Mr Mark Withers, Chief Executive Officer, Port Adelaide Enfield Council.

Dr Helen McDonald's term expires on 30 November 2023, and is not eligible for re-appointment.

The Board meets eleven (11) times per year on the second Tuesday of the month, at the EPA offices in Victoria Square, Adelaide. Sitting fees of \$24,765 per annum are paid.

The *Environment Protection Regulations 2009* require the LGA to provide a panel of three (3) nominees from which the Minister will select the appointee.

The Council's Chief Executive Officer has expressed an interest in being nominated.

A copy of the Selection Criteria and Nomination Form is contained within **Attachment A**.

Nominations for the Environment Protection Authority Board must be forwarded to the LGA by 22 December 2023, via the Nomination form contained in Attachment A, and must include an up-to-date Resume.

Local Government Grants Commission

The Local Government Grants Commission (LGGC) is established under the *South Australian Local Government Grants Commission Act 1992*.

The LGGC role is to provide recommendations to the Minister for Local Government on the distribution of untied Commonwealth Financial Assistance Grants to Councils and to perform the role of the Local Government Boundaries Commission by assessing, investigating and recommending Council boundary change proposals to the Minister for Local Government.

The LGA is seeking nominations to fill the LGA nominated position on the LGGC. The current member, Ms Erika Vickery is eligible for re-appointment.

The LGGC meets up to 15 times per year and the role also requires some intra-state travel. Sitting fees of \$13,570 per annum are paid.

Appointments to the LGGC are for a period not exceeding 5 years.

A copy of the Selection Criteria and Nomination Form is contained within **Attachment B**.

Nominations for the Local Government Grants Commission must be forwarded to the LGA by 22 December 2023, via the Nomination form contained in Attachment B, and must include an up-to-date Resume.

SA Heritage Council

The South Australian Heritage Council (SAHC) is established pursuant to the *South Australian Heritage Places Act 1993*.

The SAHC's primary function is to ensure that South Australian places and related objects with heritage significance are protected through entry in the South Australian Heritage Register (Register). This mechanism promotes public understanding and appreciation of the State's heritage.

SA Heritage Meetings are held every five (5) weeks (with no meeting in January) on a Thursday morning for 2-4 hours.

In addition, the SA Heritage Council has a regional meeting (visiting Burra, Beltana and Nilpena) scheduled for 5-7 April 2024 inclusive, which would be the first meeting for the newly appointed members.

Sitting fees of \$206 per meeting are paid to members.

Appointments to the SA Heritage Council are for a term up to three (3) years.

The current Local Government member of the SAHC is this Council's Manager, Urban Planning & Sustainability, Eleanor Walters, who is eligible to nominate for re-appointment.

Ms Walters has expressed an interest in being re-nominated to the SAHC.

The *Heritage Places Act 1993* requires the LGA to provide a panel of three (3) nominees from which the Minister for Environment & Water will select the appointee.

A copy of the Selection Criteria and Nomination Form is contained within **Attachment C**.

Nominations for the South Australian Heritage Council must be forwarded to the LGA by 22 December 2023, via the Nomination form contained in Attachment C, and must include an up-to-date Resume.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

RECOMMENDATION 1 - ENVIRONMENT PROTECTION AUTHORITY BOARD

1. The Council notes the report and declines the invitation to submit a nomination to the Local Government Association for the Environment Protection Authority Board.

or

2. The Council nominates _____ to the Local Government Association for the Environment Protection Authority Board.

RECOMMENDATION 2 – LOCAL GOVERNMENT GRANTS COMMISSION

1. The Council notes the report and declines the invitation to submit a nomination to the Local Government Association for the Local Government Grants Commission.

or

2. The Council nominates _____ to the Local Government Association for the Local Government Grants Commission.

RECOMMENDATION 3 – SA HERITAGE COUNCIL

1. The Council notes the report and declines the invitation to submit a nomination to the Local Government Association for the SA Heritage Council.

or

2. The Council nominates _____ to the Local Government Association for the SA Heritage Council.

Attachments – Item 11.6

Attachment A

Nominations to External Bodies

Environment Protection Authority Board

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

LGA Appointments and Nominations to Outside Bodies — Call for Nominations

Environment Protection Authority Board	
Governing Statute (if applicable)	Section 14B <i>Environment Protection Act 1993</i>
Purpose/Objective	The Board, amongst other things, is responsible for the governance, strategic planning and pursuit of the Authority’s objective, namely to protect human health and the environment by reducing the harmful effects of pollution and waste.
Administrative Details	Eleven (11) meetings held per calendar year. Meetings commence in February, with meeting times ranging from 1-2 hours. Annual remuneration is \$24,765.
Selection Criteria (to be addressed by applicant)	In addressing: (g) practical knowledge of, and experience in, local government. The LGA nominee should demonstrate experience, qualifications or practical knowledge in any of the following areas: <ul style="list-style-type: none"> - Public health - Social licence - Community engagement - Environmental, social and governance (ESG) - Sustainable industry - Climate change and net zero emissions - Renewables and resources
<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 conducting 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>	
Liability and indemnity cover <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>	
For more information contact: LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2031	

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

Environment Protection Authority Board		
Council Details		
Name of Council submitting the nomination		
Contact details of council officer submitting this form	Name:	
	Position:	
	Email:	
	Phone:	
Council meeting date and minute reference		
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

Environment Protection Authority Board			
Nominee Details			
<small>* Denotes a Mandatory Field. The information in this form is provided by the LGA to the relevant Minister/State Government Authority for the purposes of actioning an appointment to an outside body. Successful Nominees may be contacted directly by the relevant body using the information provided in this form.</small>			
First Name:*		Gender	
Middle Name:*			
Surname:*			
Home / Personal Postal Address:*			
Phone:		Mobile:	
Personal 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) <small>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</small>	<p><i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i></p> <p>attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/></p>		
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 on Outside Bodies?			
Yes <input type="checkbox"/> OR No <input type="checkbox"/>			
If Yes, please list any fields of interest or Outside Bodies of interest:			
<ul style="list-style-type: none"> • • • 			
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: _____			

PART B

Attachment B

Nominations to External Bodies

Local Government Grants Commission

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 Grants Commission — Call for Nominations

Governing Statute (if applicable)	<i>South Australian Local Government Grants Commission Act 1992</i>
Purpose/Objective	<p>The Local Government Grants Commission has two primary roles:</p> <ol style="list-style-type: none"> 1. To provide recommendations to the Minister for Local Government on distribution of untied Commonwealth Financial Assistance Grants to councils; and 2. To perform the role of the Local Government Boundaries Commission – the independent body that assesses and investigates council boundary change proposals and makes recommendations to the Minister for Local Government.
Administrative Details	<p>Appointment term not exceeding 5 years</p> <p>Up to 15 meetings per year</p> <p>Some intra-state travel required</p> <p>Board fees \$13,570 per annum</p>
Selection Criteria (to be addressed by applicant)	<ul style="list-style-type: none"> • Significant experience in the local government sector • Knowledge of the Commonwealth Financial Assistance Grants process • Knowledge of the Boundary Reform process • exposure to financial management and decision making across multiple local government bodies for example multiple councils, regional subsidiaries or the LGA Board, SAROC or GAROC <p>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.</p>
Liability and indemnity cover	<p>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.</p>

For more information contact: LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000

Local Government Grants Commission — 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 (PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

Local Government Grants Commission		
Council Details		
Name of Council submitting the nomination		
Contact details of council officer submitting this form	Name:	
	Position:	
	Email:	
	Phone:	
Council meeting date and minute reference		
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>		

SECTION 2: NOMINEE to complete

Local Government Grants Commission			
Nominee Details			
* Denotes a Mandatory Field. The information in this form is provided by the LGA to the relevant Minister/State Government Authority for the purposes of actioning an appointment to an outside body. Successful Nominees may be contacted directly by the relevant body using the information provided in this form.			
First Name:*		Gender	
Middle Name:*			
Surname:*			
Home / Personal Postal Address:*			
Phone:		Mobile:	
Personal 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 on Outside Bodies?			
Yes <input type="checkbox"/> OR No <input type="checkbox"/>			
If Yes, please list any fields of interest or Outside Bodies of interest:			
<ul style="list-style-type: none"> • • • 			
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: _____			

Attachment C

Nominations to External Bodies

South Australian Heritage Council

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

LGA Appointments and Nominations to Outside Bodies — Call for Nominations

South Australian Heritage Council	
Governing Statute (if applicable)	Section 5(1)(b) <i>Heritage Places Act 1993</i>
Purpose/Objective	Ensures that South Australian places and related objects with heritage significance are protected through entry in the South Australian Heritage Register (Register). This mechanism promotes public understanding and appreciation of the State's heritage.
Administrative Details	<ul style="list-style-type: none"> a term of up to three years. meetings occur approximately every five (5) weeks, with no meeting in January. meetings are held Thursday morning for 2-4 hours. the SA Heritage Council has a regional meeting (visiting Burra, Beltana and Nilpena) scheduled for 5-7 April inclusive, which would be the first meeting for newly appointed members. a sitting fee of \$206/session, for meetings extending beyond 4 hours an additional payment at an equivalent hourly rate of \$51.50 is payable. Travel and accommodation allowances may be paid subject to Government travel policy.
Selection Criteria (to be addressed by applicant)	<ul style="list-style-type: none"> Local government knowledge and experience person with knowledge of or experience in heritage conservation Demonstrated administrative and strategic experience in heritage matters <p>See also, attached Member Duty Statement</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

South Australian Heritage Council		
Council Details		
Name of Council submitting the nomination		
Contact details of council officer submitting this form	Name:	
	Position:	
	Email:	
	Phone:	
Council meeting date and minute reference		
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

South Australian Heritage Council			
Nominee Details			
<small>* Denotes a Mandatory Field. The information in this form is provided by the LGA to the relevant Minister/State Government Authority for the purposes of actioning an appointment to an outside body. Successful Nominees may be contacted directly by the relevant body using the information provided in this form.</small>			
First Name:*		Gender	
Middle Name:*			
Surname:*			
Home / Personal Postal Address:*			
Phone:		Mobile:	
Personal 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) <small>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</small>	<p><i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i></p> <p>attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/></p>		
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 on Outside Bodies?			
Yes <input type="checkbox"/> OR No <input type="checkbox"/>			
If Yes, please list any fields of interest or Outside Bodies of interest:			
<ul style="list-style-type: none"> • • • 			
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:

- **Special Meeting of the Audit & Risk Committee – (20 November 2023)**
(A copy of the Minutes of the Special Meeting of the Audit & Risk Committee is contained within **Attachment A**)
- **Business & Economic Development Advisory Committee – (28 November 2023)**
(A copy of the Minutes of the Business & Economic Development Committee meeting is contained within **Attachment B**)

ADOPTION OF COMMITTEE MINUTES

- **Special Meeting of the Audit & Risk Committee**

That the minutes of the Special Meeting of the Audit & Risk Committee held on 20 November 2023, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

- **Business & Economic Development Advisory Committee**

That the minutes of the meeting of the Business & Economic Development Advisory Committee held on 28 November 2023, be received and that the resolutions set out therein as recommendations to the Council are adopted as decisions of the Council.

Attachment A

Adoption of Committee Minutes Audit & Risk Committee (Special Meeting)

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**

Special Meeting of the Audit & Risk Committee Minutes

20 November 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

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



City of
Norwood
Payneham
& St Peters

Page No.

- 1. CONFIRMATION OF MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD ON 1 NOVEMBER 20231

- 2. CONFIDENTIAL REPORTS1
 - 2.1 COUNCIL RELATED MATTER2

- 3. CLOSURE.....3

VENUE Meeting Room 3 (upper level), Norwood Town Hall

HOUR 7.00pm

PRESENT

Committee Members Mayor Robert Bria (Presiding Member)
Cr Grant Piggott
Cr Claire Clutterham
Ms Sandra Di Blasio (Independent Member)
Ms Stefanie Eldridge (Independent Member)

Staff Mario Barone (Chief Executive Officer)
Lisa Mara (General Manager, Governance & Civic Affairs)
Derek Langman (General Manager, Infrastructure & Major Projects)
Marina Fischetti (Executive Assistant, Governance & Civic Affairs)

APOLOGIES Nil

ABSENT Nil

TERMS OF REFERENCE:

The functions of the Audit & Risk Committee include:

- (a) reviewing Annual Financial Statements to ensure that the Statements present fairly the state of affairs of the Council; and
- (b) proposing, and providing information relevant to, a review of the Council's strategic management plans or annual business plan; and
- (c) monitoring the responsiveness of the Council to recommendations for improvement based on previous audits and risk assessments, including those raised by the Council's External Auditor; and
- (d) proposing, and reviewing, the exercise of powers under Section 130A of the Local Government Act 1999; and
- (e) liaising with the Council's External Auditor in accordance with any requirements prescribed by the regulations; and
- (f) reviewing the adequacy of the accounting, internal controls, reporting and other financial management systems and practices of the Council on a regular basis; and
- (g) providing oversight of planning and scoping of the Internal Audit work plan; and
- (h) reviewing and commenting on reports provided by the person primarily responsible for the Internal Audit function at least on a quarterly basis; and
- (i) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and
- (j) reviewing any report obtained by the Council pursuant to Section 48(1) of the Local Government Act 1999; and
- (k) performing any other function determined by the Council or prescribed by the regulations.

1. CONFIRMATION OF MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD ON 1 NOVEMBER 2023

Cr Clutterham moved that the minutes of the Audit & Risk Committee meeting held on 1 November 2023 be taken as read and confirmed. Seconded by Ms Sandra Di Blasio and carried unanimously.

2. CONFIDENTIAL REPORTS

2.1 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:

- (b) information the disclosure of which –
- (i) could reasonably be expected to prejudice the commercial position of the Council; and
 - (ii) would, on balance, be contrary to the public interest;

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

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, discussion and minutes be kept confidential until this matter is finalised.

Cr Piggott moved:

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

- (b) information the disclosure of which –*
- (i) could reasonably be expected to prejudice the commercial position of the Council; and*
 - (ii) would, on balance, be contrary to the public interest;*

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

Seconded by Cr Clutterham and carried unanimously.

Cr Clutterham moved:

Under Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, discussion and minutes be kept confidential until this matter is finalised.

Seconded by Ms Sandra Di Blasio and carried unanimously.

3. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 8.17pm.

Mayor Robert Bria
PRESIDING MEMBER

Minutes Confirmed on _____
(date)

Attachment B

Adoption of Committee Minutes

Business & Economic Development Advisory 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**

Business & Economic Development Advisory Committee

Minutes

28 November 2023

Our Vision

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

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

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

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City of
Norwood
Payneham
& St Peters

Page No.

- 1. CONFIRMATION OF MINUTES OF THE BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023 1
- 2. PRESIDING MEMBER’S COMMUNICATION..... 1
- 3. PRESENTATION 1
- 4. STAFF REPORTS 1
 - 4.1 PROGRESS REPORT ON THE 2021 – 2026 ECONOMIC DEVELOPMENT STRATEGY 2
 - 4.2 2024 SCHEDULE OF MEETINGS FOR THE BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE 6
- 5. OTHER BUSINESS 8
- 6. NEXT MEETING 8
- 7. CLOSURE..... 8

VENUE Mayors Parlour, Norwood Town Hall

HOUR 6.36pm

PRESENT

Committee Members Mayor Robert Bria (Presiding Member)
Cr Grant Piggott
Cr Victoria McFarlane
Ms Amanda Grocock
Ms Amanda Pepe
Mr Joshua Baldwin
Mr Matt Grant

Staff Mario Barone (Chief Executive Officer)
Tyson McLean (Economic Development Officer)

APOLOGIES Cr John Callisto, Mr Ben Pudney, Ms Trish Hansen, Ms Rebecca Thomas

ABSENT Nil

TERMS OF REFERENCE:

The Business & Economic Development Advisory Committee is established to fulfil the following functions:

- *To provide high-level independent expert advice to the Council on economic development matters and employment growth opportunities in the City of Norwood Payneham & St Peters and to have oversight of the continued implementation of the Council's Economic Development Strategy.*
- *To identify issues, opportunities, and initiatives which impact on business and economic development in the City of Norwood Payneham & St Peters.*
- *To provide advice to the Council and recommend actions, including the conduct of studies associated with business and economic development, as required, in order to facilitate the identification of opportunities, issues, strategies and actions.*
- *To assist the Council to facilitate and promote economic growth and development in the City of Norwood Payneham & St Peters.*
- *To provide advice to the Council as required, to facilitate the creation of business networks (both within South Australia and Australia), which provide benefits for the City of Norwood Payneham & St Peters and the business sector.*
- *To provide strategic direction and leadership to ensure that members of the business community are able to participate in the development and implementation of the City's business and economic development outcomes.*
- *Conduct forums to identify and articulate relevant information in respect to services and activities in the City of Norwood Payneham & St Peters that contribute to the City's economic growth.*
- *Advocate and work actively with State and Federal Governments and their agencies, the private sector and relevant peak bodies on key economic priorities which deliver positive outcomes for the City and the community.*
- *Consider and advise the Council on medium and long term matters relevant to business and economic development within the City of Norwood Payneham & St Peters.*

1. CONFIRMATION OF MINUTES OF THE BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023

Mr Joshua Baldwin moved that the Minutes of the Business & Economic Development Advisory Committee meeting held on 12 September 2023 be taken as read and confirmed. Seconded by Ms Amanda Grocock and carried unanimously.

2. PRESIDING MEMBER'S COMMUNICATION
Nil

3. PRESENTATION

A presentation was provided by representatives of URPS (Town Planning Consultants) regarding the People Place & Activity Strategy.

4. STAFF REPORTS

4.1 PROGRESS REPORT ON THE 2021 – 2026 ECONOMIC DEVELOPMENT STRATEGY

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA109047
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Business & Economic Development Advisory Committee, with a progress report on the implementation of the *2021-2026 Economic Development Strategy*.

BACKGROUND

The *2021-2026 Economic Development Strategy*, is designed to guide economic development within the City, identify the priority areas for the five (5) year period and articulate the Council's role in supporting business and economic development.

The *2021-2026 Economic Development Strategy* is based on research and its development is based on sector workshops and consultation with various business sectors. The results were presented to the Business & Economic Development Committee at its meeting held on 16 June 2020. At that meeting, the Committee endorsed the Draft Strategy as being suitable to present to the Council for its consideration and endorsement to be released for community consultation and engagement.

Subsequently, the *Draft 2021-2026 Economic Development Strategy* was presented to the Council at its meeting held on 6 July 2020. At that meeting, the Council endorsed the *Draft 2021-2026 Economic Development Strategy* as being suitable to release for community consultation and engagement.

Following the conclusion of the consultation period, the results of the consultation and the revised final document, were presented to the Committee and subsequently to the Council for its endorsement. At its meeting held on 6 October 2020, the Council endorsed the *2021-2026 Economic Development Strategy*. The *2021-2026 Economic Development Strategy* and the *2021 – Year 1 in Review* documents can be accessed via the Council website. The *Economic Development Strategy 2022 – Year 2 in Review* document will also be placed on the Council website, following its endorsement by both the Committee and subsequently the Council.

This report provides an update on the key Strategies and Actions that have progressed since the last Committee meeting.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The *2021-2026 Economic Development Strategy* is the Council's "blueprint" to guide the growth of the City's economy for a five (5) year period. The Strategy sits within the Council's decision-making framework and has been developed to align with other key strategic and policy documents.

The key strategies that have been used to inform, or that will work in conjunction with the *2021-2026 Economic Development Strategy* are listed below:

- *The 30-Year Plan for Greater Adelaide*
- *Norwood, Payneham and St Peters (City) Development Plan*
- *CityPlan 2030: Shaping Our Future – Mid Term Review 2020*
- *Kent Town Economic Growth Strategy 2020 - 2025*
- *Norwood Parade Precinct Annual Business Plan*
- *Smart City Plan*

FINANCIAL AND BUDGET IMPLICATIONS

At its meeting held on 5 June 2023, the Council endorsed the Norwood Parade Precinct Annual Business Plan for the 2023-2024 financial year.

Subsequently, at its meeting held on 10 July 2023, the Council adopted the *Annual Business Plan, Budget and Declaration of Rates for 2023-2024*, which includes the following in respect to The Parade Precinct Separate Rate and the Economic Development Precinct Management budgets:

- A total budget of \$215,000 is to be collected through The Parade Precinct Separate Rate for the 2023-2024 financial year for the primary purpose of marketing and promoting The Parade, Norwood; and
- a total budget of \$104,000 be allocated by the Council to continue to deliver the Economic Development agenda in the 2023-2024 financial year.

In addition, *Raising the Bar Adelaide 2023* and the *Eastside Business Awards 2024*, received separate funding as part of the Council's 2023-2024 Budget.

The Council's 2023-2024 Economic Development Budget has been used to deliver the final Actions listed in Year 3 and to commence the delivery of the Year 3 Actions of the Strategy. Some of the Year 4 and Ongoing Actions that have progressed since the last Committee meeting are set out in **Attachment A**.

A total budget of \$104,000 to deliver the Economic Development Agenda in the 2024 – 2025 financial year, will be included in the Council's draft 2024 – 2025 Budget, which will be considered and endorsed by the Council in early July 2024. The intent is that this budget will be used to fund the remaining Actions in Year 3 and commence with further Actions in Year 4 of the Strategy as well as deliver any other initiatives determined by the Committee and the Council.

EXTERNAL ECONOMIC IMPLICATIONS

The successful delivery of the *2021-2026 Economic Development Strategy* may be impacted by the broader economic environment and world events, although Australia's and more specifically the City of Norwood Payneham & St Peters' economy has shown resilience over the past three (3) years as indicated by steady expenditure growth via Spendmapp by Geographia. With that said, the current interest rate is sitting at 4.35%, which is the highest rate that Australians have experienced over the last twelve (12) years, and there have been thirteenth (13) interest rate increases since May 2022. The latest rate rise may have an impact on Christmas expenditure, with household budgets being tightened.

In June 2023, the State Government released its 2023 – 2024 State Budget, which allocated substantial funding to areas such as health, housing and child protection and primarily focused on addressing the cost-of-living concerns. Whilst households receive some respite in this Budget, unfortunately this does not carry through to businesses. Businesses continue to face cost pressures, including wage growth, while being impacted by lower consumer demand.

Economic Development Staff continue to support business owners and operators through face-to-face meetings and by providing them with information to help them navigate through this challenging time.

SOCIAL ISSUES

Economic development impacts on both the business sector and the local community. Whilst the key focus of this Strategy is on the business sector, the two (2) are intrinsically linked and the prosperity of the local economy relies on creating a holistic environment where people want to invest, work, do business, live, shop and socialise.

CULTURAL ISSUES

The City is a culturally rich and diverse place, with a strong identity, history and "sense of place". Cultural and creative activity is increasingly recognised as important components of economic growth. Economic growth and sustainability through employment, vibrancy and growth are all important factors in achieving cultural vitality.

RISK MANAGEMENT

In establishing the Strategic Framework for the *2021-2026 Economic Development Strategy*, the Council considered the economic and demographic profile of the City, the views of the business community and partners and the key influences and trends that have, and will, impact on the City's economy. In doing so, the Council has ensured that the Strategy appropriately addresses the wide range of opportunities and challenges facing businesses and economic growth in the City. The Council will continue to work with the business community to ensure that the Strategies and Actions remain relevant and beneficial.

ENVIRONMENTAL ISSUES

A vital component in meeting the aspirations of current and future businesses located in the City of Norwood Payneham & St Peters, is ensuring that issues relating to environmental sustainability are considered together with economic sustainability. A sustainable environment impacts on business investment decisions and is a key asset in the success of local businesses. The Council will continue to promote programs aligned with environmental actions, as well as look to introduce initiatives with a sustainable focus that encourage and promote a circular economy.

RESOURCE ISSUES

The *2021-2026 Economic Development Strategy* has been prepared by the Council Staff, however it will require additional support, from both internal and external resources to ensure its timely implementation. The Economic Development Staff continue to work with Staff across the organisation to deliver the Actions in the Strategy.

DISCUSSION

The implementation of the *2021-2026 Economic Development Strategy* commenced in January 2021 and to ensure that it is delivered in a timely manner, Council staff have developed a reporting structure that is presented to the Business & Economic Development Advisory Committee at each of its meetings, for the purpose of tracking the progress of the Strategy's implementation and to provide direction and guide the staff in its implementation.

The table contained in **Attachment A**, outlines progress on the Actions under each of the four (4) key themes that are currently being delivered in Year 3 of the Strategy or are 'Ongoing' Actions for the duration of the five (5) year Strategy. It should be noted that only the Actions that have recently been completed, commenced or progressed since the last Committee meeting have been included.

The information in the table, whilst detailed, should be read in conjunction with the *2021-2026 Economic Development Strategy* to obtain a better understanding of the individual Action and the Objective that the Council is proposing to achieve.

Similar to the *Economic Development Strategy, 2021 – Year 1 in Review* document, an *Economic Development Strategy, 2022 – Year 2 in Review* summary document has been prepared and is now available on the City of Norwood Payneham & St Peters website.

CONCLUSION

The *2021-2026 Economic Development Strategy* recognises the Council's leadership in setting a clear direction for economic development within the City and in supporting the business sector. Developing the Strategy with clear direction and focus provides the foundation for the Council to implement successful actions and initiatives and establish partnerships with different stakeholders (i.e. Federal and State Governments, developers, businesses and residents) in order to ensure the successful longevity of the City's business and economic sector.

RECOMMENDATION

1. That the report be received and noted.
2. That a draft *Economic Development Strategy, 2023 – Year 3 in Review* document be presented to the Business & Economic Development Advisory Committee at its next meeting.

Ms Amanda Grocock moved:

1. *That the report be received and noted.*
2. *That a draft Economic Development Strategy, 2023 – Year 3 in Review document be presented to the Business & Economic Development Advisory Committee at its next meeting.*

Seconded by Mr Matt Grant and carried unanimously.

4.2 2024 SCHEDULE OF MEETINGS FOR THE BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

REPORT AUTHOR: Economic Development Officer
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4512
FILE REFERENCE: qA135720
ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to advise the Business & Economic Development Advisory Committee of the proposed Schedule of Meetings for 2024.

BACKGROUND

In respect to meetings, the Business & Economic Development Advisory Committee's (the Committee) Terms of Reference state that:

7.2 The Committee shall meet a minimum of four (4) times in every calendar year on dates to be set out in advance for each year or as determined by the Chief Executive Officer, at the Council's Principal Office, the Norwood Town Hall, 175 The Parade, Norwood or as determined by the Chief Executive Officer and in accordance with the responsibilities imposed upon them within these Terms of Reference.

The purpose of this report is to present the proposed 2024 Schedule of Meetings to the Committee for its consideration and approval.

DISCUSSION

In accordance with the Terms of Reference, the Chief Executive Officer has determined that 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 the meetings of the Committee to be held in 2024 commence at 6.15pm on a Tuesday night and be held on the dates outlined in **Table 1** below. It is recommended that the 2024 Schedule of Meetings outlined in **Table 1** below, be approved by the Committee.

TABLE 1: BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE SCHEDULE OF MEETINGS 2024

Meeting	Date	Start Time
1	Tuesday, 12 March 2024	6.15pm
2	Tuesday, 28 May 2024	6.15pm
3	Tuesday, 13 August 2024	6.15pm
4	Tuesday, 29 October 2024	6.15pm

RECOMMENDATION

That the Business & Economic Development Advisory Committee's Schedule of Meetings for 2024 as set out below, be approved.

BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE SCHEDULE OF MEETINGS 2024

Meeting	Date	Start Time
1	Tuesday, 12 March 2024	6.15pm
2	Tuesday, 28 May 2024	6.15pm
3	Tuesday, 13 August 2024	6.15pm
4	Tuesday, 29 October 2024	6.15pm

Cr Piggott moved:

That the Business & Economic Development Advisory Committee's Schedule of Meetings for 2024 as set out below, be approved.

BUSINESS & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE SCHEDULE OF MEETINGS 2024

Meeting	Date	Start Time
1	Tuesday, 12 March 2024	6.30pm
2	Tuesday, 28 May 2024	6.30pm
3	Tuesday, 13 August 2024	6.30pm
4	Tuesday, 29 October 2024	6.30pm

Seconded by Ms Amanda Pepe and carried unanimously.

5. OTHER BUSINESS

Nil

6. NEXT MEETING

Tuesday 12 March 2024

7. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 8.01pm.

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:

- (b) information the disclosure of which –
 - (i) could reasonably be expected to prejudice the commercial position of the Council; and
 - (ii) would, on balance, be contrary to the public interest;

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

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, with the exception of the minutes and attachments, be kept confidential for a period not exceeding six (6) months, after which time the order will be reviewed.

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:

- (i) information relating to litigation that the Council believes on reasonable grounds will take place, involving the Council.

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

RECOMMENDATION 2

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

15. CLOSURE