

# Council Meeting Agenda & Reports

**5 October 2021**

## **Our Vision**

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

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

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

29 September 2021

## 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:

**Tuesday 5 October 2021, commencing at 7.00pm.**

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

Yours faithfully



Lisa Mara  
**ACTING CHIEF EXECUTIVE OFFICER**

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City of  
**Norwood  
Payneham  
& St Peters**

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**VENUE** Council Chambers, Norwood Town Hall

**HOUR**

**PRESENT**

**Council Members**

**Staff**

**APOLOGIES** Cr John Callisto

**ABSENT**

1. **KAURNA ACKNOWLEDGEMENT**
2. **OPENING PRAYER**
3. **CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 27 SEPTEMBER 2021**
4. **MAYOR'S COMMUNICATION**
5. **DELEGATES COMMUNICATION**
6. **QUESTIONS WITHOUT NOTICE**
7. **QUESTIONS WITH NOTICE**  
Nil
8. **DEPUTATIONS**



## 8.1 DEPUTATION – FELIXSTOW RESERVE – USE OF BASKETBALL EQUIPMENT

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Not Applicable  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA1041 qA1326  
**ATTACHMENTS:** Nil

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### **SPEAKER/S**

Ms Mary Graham

### **ORGANISATION/GROUP REPRESENTED BY SPEAKER/S**

Not Applicable.

### **COMMENTS**

Ms Mary Graham has written to the Council requesting that she be permitted to address the Council in relation to the use of the basketball equipment at Felixstow Reserve.

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

## 8.2 DEPUTATION – FELIXSTOW RESERVE – USE OF BASKETBALL EQUIPMENT

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**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Not Applicable  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA1041 qA1326  
**ATTACHMENTS:** Nil

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### SPEAKER/S

Mr Mark Heyward

### ORGANISATION/GROUP REPRESENTED BY SPEAKER/S

Not Applicable.

### COMMENTS

Mr Mark Heyward has written to the Council requesting that he be permitted to address the Council in relation to the use of the basketball equipment at Felixstow Reserve.

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

### 8.3 DEPUTATION – FELIXSTOW RESERVE – USE OF BASKETBALL EQUIPMENT

---

**REPORT AUTHOR:** General Manager, Governance & Community Affairs  
**GENERAL MANAGER:** Not Applicable  
**CONTACT NUMBER:** 8366 4542  
**FILE REFERENCE:** qA1041 qA1326  
**ATTACHMENTS:** Nil

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#### **SPEAKER/S**

Ms Tania Crawford

#### **ORGANISATION/GROUP REPRESENTED BY SPEAKER/S**

Not Applicable.

#### **COMMENTS**

Ms Tania Crawford has written to the Council requesting that she be permitted to address the Council in relation to the use of the basketball equipment at Felixstow Reserve.

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

**9. PETITIONS**  
Nil

**10. WRITTEN NOTICES OF MOTION**

## 10.1 FUTURE HERITAGE CODE AMENDMENTS – SUBMITTED BY MAYOR ROBERT BRIA

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**NOTICE OF MOTION:** Future Heritage Code Amendments  
**SUBMITTED BY:** Mayor Robert Bria  
**FILE REFERENCE:** qA1039  
**ATTACHMENTS:** Nil

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

### NOTICE OF MOTION

That staff prepare a report identifying key risks and opportunities for the City of Norwood Payneham & St Peters in regard to its unprotected built heritage and, where appropriate, make recommendations to the Council regarding any action the Council should consider taking to increase protection for such buildings.

### REASONS IN SUPPORT OF MOTION

As Members are aware, the new Planning and Design Code has resulted in a number of changes to the way heritage is documented, compared to Council's previous Development Plan.

For example, the fight to have Contributory Items transitioned from being a policy construct to being codified in legislation was difficult and faced significant opposition from the former Chair of the Planning Commission. Members will also recall that this Council lead the charge in that endeavour.

The lobbying included two separate presentations (9 September 2019 and 17 February 2020) to the Environment Resources and Development Committee of State Parliament, as well as a meeting with Hon Vickie Chapman MP, Minister for Planning. In late October 2020, Minister Chapman announced that Contributory Items will be transitioned into the Planning and Design Code and would be known as 'Representative Buildings.'

Despite this 'win', it is clear that the fight for greater protection of heritage buildings is not over.

It is therefore appropriate that the Council consider its current position and identify risks and opportunities in regards to the future of our built heritage in Norwood Payneham & St Peters.

As part of this process, it is worth Council reflecting on the extensive feedback received from hundreds of owners of Contributory Items (CI) who overwhelmingly want protection of CI's to remain the same or be strengthened. While this data is more two years old, I believe it still holds currency in terms of understanding local community sentiment in regards to heritage.

The recent community reaction regarding the proposed demolition of properties located at 73 and 75 William Street, Norwood suggest this sentiment is shared by wider community. Even though these two properties were not heritage listed, as they did not meet the criteria, the threat of their demolition piqued the interest of the Norwood community and beyond regarding the increasing loss of unprotected heritage buildings. While these buildings will not be demolished, the potential loss of these dwellings re-ignited public debate regarding the issue of adequate heritage protection.

This scope of this motion is deliberately broad so as not to limit Council staff in their analysis of the situation and if considered appropriate, their recommendations to the Council. In other words, the analysis should not be confined to particular suburbs or building styles/ periods. Rather, at this early stage of the process, all relevant issues should be explored and 'put on the table' for the Council's consideration before decides whether it wants to narrow its focus on a specific matter. It will be at this point that the need for extra resources e.g. a budget bid for 2022-2023 may be required.

If supported, this work will be another example of the leadership that the City of Norwood Payneham & St Peters has shown over many years in regards to heritage and that it will continue to advocate for greater protection where possible and where appropriate.

**STAFF COMMENT**  
**PREPARED BY MANAGER, URBAN PLANNING & SUSTAINABILITY**

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

**10.2 2021-2022 AUDIT COMMITTEE WORK PROGRAM – SUBMITTED BY CR FAY PATTERSON**

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**NOTICE OF MOTION:** 2021-2022 Audit Committee Work Program  
**SUBMITTED BY:** Cr Fay Patterson  
**FILE REFERENCE:** qA1039 qA75186  
**ATTACHMENTS:** Nil

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

**NOTICE OF MOTION**

The Work Program for Council's Audit Committee be amended to include a review of unoccupied staff positions that:

- are funded in the 2021-22 financial year;
- were also funded in the 2020-21 financial year; and
- have not been advertised for a period of 12 months or more,

with respect to the continued relevance of unoccupied staff positions, the filling of such positions and related budgetary impacts.

**REASONS IN SUPPORT OF MOTION**

Over time, some staff positions have become unoccupied but are retained for reasons linked to Council policies or strategies. The impact of these on the Council budget is reported as a variance to wages in quarterly reporting.

This Motion is intended to ensure oversight of such positions at the Council level and enable Council to consider what actions might be appropriate regarding such positions.

**STAFF COMMENT  
PREPARED BY GENERAL MANAGER, CORPORATE SERVICES**

The review, as requested in the Motion, can be included as part of the Audit Committee's 2021-2022 Work Program.

**10.3 WRITTEN NOTICES OF MOTION – CONFIDENTIAL ITEM - COUNCIL RELATED MATTER**

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Refer to Confidential Item 14.1 of this Agenda.



**11. STAFF REPORTS**

## **Section 1 – Strategy & Policy**

### **Reports**

## 11.1 REVISED WASTE MANAGEMENT POLICY

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**REPORT AUTHOR:** General Manager, Urban Services  
Manager, Urban Planning & Sustainability  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4523  
**FILE REFERENCE:** qA62563  
**ATTACHMENTS:** A - J

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### PURPOSE OF REPORT

The purpose of this report is to advise the Council of the outcome of a review of the *Integrated Waste Service Policy* and to provide for the Council's consideration, a revised policy, the *Waste Management Policy*, for endorsement.

### BACKGROUND

At its meeting held on 6 September 2010, the Council adopted the existing Integrated Waste Services Policy (the Policy).

A copy of the existing Policy is contained in **Attachment A**.

The Council's *Integrated Waste Services Policy* sets out the kerbside waste collection services which are provided to residential, commercial and "other" types of properties within the City. Whilst this Policy has served the Council well, with the emergence of new waste and recycling issues a review of the Policy is considered appropriate and necessary.

In addition, the wording of the existing Policy as well as its implementation, has raised a range of issues that need to be addressed. For example, the current Policy is specific in its intent for the waste service to be provided for collection of "domestic" waste only, from both residential and non-residential properties, but the Policy does not include a definition of what constitutes "domestic" waste. Entitlement of additional bin permits set out in the Policy no longer align with the objective of minimising waste to landfill and the current Policy does not make provision for tailored non-standard service arrangements to cater for multiple dwellings and apartments.

In addition, the current Policy does not outline service provision for kitchen organics (including baskets and supply of compostable bags), which commenced in 2012 or an 'at call' hard waste and electronic waste collection service which commenced in 2017. The current Policy is also silent on compliance and enforcement measures.

Pursuant to the current Policy, the Council provides the following waste service for each separately occupied tenancy, regardless of whether it is a residential, commercial or "other" type of property (including not for profit organisations):

- landfill waste collection (collected weekly at the kerbside from a 140 litre red lid bin);
- recyclable collection (collected fortnightly at the kerbside from a 240 litre yellow lid bin); and
- green organics collection (collected fortnightly at the kerbside from a 240 litre green lid bin).

The existing Policy allows for one (1) additional service (1 extra bin collection) for each separate tenancy and each waste stream for an annual fee. The fee is set annually by the Council, as set out in the *Fees and Charges Schedule* which is adopted by the Council each year (currently \$133 for a landfill bin and \$66 for green organics or recycling bin).

The waste-to-landfill (red lid) and recycling (yellow lid) mobile garbage bins (MGBs), which have previously been supplied to all separately owned tenancies, remain the property of the Council. That is, the property owner has not been charged for the bins and the bin must remain with the property in the event the property is sold.

There are some green lid bins that remain the property of the owners, as those owners purchased these bins prior to the Council resolving to supply organics (green lid) bins in 2010, as part of the introduction of the kitchen organics collection service. The percentage of privately owned green bins has however dramatically reduced since that time, due to this change in policy.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

The relevant section of the Council's Strategic Management Plan *CityPlan 2030* are:

### Outcome 4: Environmental Sustainability

#### Objectives

#### 1. *Sustainable and efficient management of water, waste, energy and other resources.*

1.2 Investigate and implement innovative waste reduction initiatives.

## FINANCIAL AND BUDGET IMPLICATIONS

The adoption of the new *Waste Management Policy* is unlikely to result in additional costs for the Council to administer waste management via its kerbside collection services, other than for the provision of new bin stock, which is discussed in this report.

In recent years, the Council has absorbed rising waste disposal costs due to the State Government's Solid Waste Levy which has risen exponentially. The Solid Waste Levy is charged as a "gate" fee for the disposal of landfill waste, from the red bin collections and hard waste truck loads when items cannot be extracted for recycling.

For the 2017-2018 financial year, \$741,000 was paid to the State Government's Solid Waste Levy based on 7,410 tonnes collected (note –a further \$80,000 is paid per annum for the Solid Waste Levy charged on hard waste disposal). This Levy was increased in two (2) stages for the 2019-2020 financial year from \$103 per tonne and \$110 per tonne as from July 2019 and to \$140 per tonne as from 1 January 2020. This was an increase of 7% and 29% resulting in two increases in that year alone of an additional \$26,000 and then a further \$110,000.

For the 2020-2021 financial year, the Levy, has been set at \$143 per tonne. For kerbside domestic waste collected (excluding hard waste) this results in an additional \$247,500 Levy fees and total disposal costs of approximately \$1.1m for an estimated 7, 5000 tonnes of waste. This is an approximate increase of \$359,000 since the 2017-2018 financial year, representing a total increase of 48% since that time.

The exponential rises in the State Government's Solid Waste Levy highlights from a financial perspective requires the need for the Council's *Waste Management Policy* to discourage households and businesses from sending waste to landfill and instead encourage all property owners and tenants to appropriately sort, separate and store waste materials into their appropriate collection streams, resulting in considerable financial savings and importantly environmental benefits.

The Council allocates \$68,000 per annum for bin replacement and repairs. This includes bins that have reached the end of their life and those bins that are damaged or repaired. Approximately 320 bins are replaced annually.

If the Council resolves to adopt the recommended draft Policy with respect to non-standard services for multiple dwellings and units to provide customised waste collection services, subject to an agreement being reached between the Council, East Waste and the body corporate for these sites, the draft Policy requires this to have no additional cost implication for the Council.

## **EXTERNAL ECONOMIC IMPLICATIONS**

The new Policy seeks to address the issues associated with the over allocation of bins and collection from commercial premises and schools. This will have economic implications for some businesses and schools which may have to make alternative arrangements to service their own operational waste needs and in turn for some businesses, this may be seen as a disincentive to invest in this Council area and could result in some resistance to the revised policy.

## **SOCIAL ISSUES**

It is important that policies such as the new *Waste Management Policy* are based upon the principles of equity, fairness and transparency.

## **CULTURAL ISSUES**

Not Applicable.

## **ENVIRONMENTAL ISSUES**

The impacts of waste on the environment include impacts arising from physical disposal and inefficient resource use. Waste recycling is an important strategy to help preserve and utilise these finite resources that may become 'waste', by redistributing used products from one industrial, commercial or residential sector to another, where it may be reused as a resource.

Reducing the amount of waste which is sent to landfill, has numerous environmental benefits. When in landfill, organic matter breaks down without oxygen and produces unwanted leachates (liquid that drains from a landfill) that can contaminate groundwater and also creates methane gas.

The Council's kerbside waste collection services provide the opportunity for the community to sort their waste to assist with reducing the amount of waste sent to landfill. With increasing landfill costs, it could be assumed that commercial properties are seeking more recycling solutions to dispose of their waste. It is important therefore that the Council provides an opportunity for the commercial sector to participate in its waste management service for volumes of waste that are reasonable and not commercial quantities.

## **RESOURCE ISSUES**

The proposed changes contained in the new *Waste Collection Services Policy* are not expected to require additional staff resources to administer.

East Waste is the Council's contractor for the collection and disposal of all waste streams. If the provision of additional collection services is substantial, it would likely impact on East Waste, which may need to employ additional staff and collection vehicles to carry out the kerbside waste collection program. These additional costs would be reflected in additional costs allocated to and payable by the Council (i.e. the community).

## **RISK MANAGEMENT**

There are risks associated with the proposed new Policy which sets out the relevant bin entitlements and seeks to redress the current over-servicing of waste collections for those properties that, for whatever reason, have additional MGBs beyond their entitlement.

The new Policy seeks to address extra bin servicing which is currently utilised by some commercial premises and schools. This could be met with objections and will be managed by developing an awareness raising strategy following the adoption of the new Policy and liaising with those entities identified in this report as having excess waste servicing, to explain the new provisions and to work through any issues in their transition to the standard bin entitlements.

Another risk is that the new Policy could be considered inequitable. For example not offering commercial premises a second landfill bin. This risk will be managed through the communications materials developed to support the implementation, which will provide clear information about the Council's principles of waste management services including the objective of reducing waste to landfill.

A possible financial risk may also be that the new non-standard service agreements (such as for apartment complexes) could be perceived as increasing overall waste collection costs. The Policy has been drafted to consider the cost of service provision, with non-standard service agreements only able to be entered into, via formal Agreement, following assessment of a number of matters, including cost estimates from East Waste, that the non-standard servicing will incur no greater cost to Council than the standard provision.

## COVID-19 IMPLICATIONS

Nil.

## CONSULTATION

- **Elected Members**  
This matter was presented to Elected Members at Information Briefings held on 14 September 2020 and 23 August 2021.
- **Community**  
Nil.
- **Staff**  
Chief Executive Officer  
General Manager, Urban Planning & Environment  
Manager, City Services  
Manager, Development Assessment  
Sustainability Officer
- **Other Agencies**  
East Waste

## DISCUSSION

### Legislative Requirements

With respect to the Council's legislative obligations regarding waste collection services, Clause 10(2) of the *Environment Protection (Waste Resources) Policy 2010*, places an obligation on all metropolitan councils to provide a weekly general kerbside waste collection service (other than for recyclables waste or vegetative matter).

The effect of this obligation is that the Council:

- a. is only legally obliged to provide waste collection services for residential premises and does not have a statutory obligation to provide waste collection services for other types of tenancies, (for example, commercial properties, not-for-profit organisations and schools); and
- b. can however, choose to provide waste collection services to commercial and other properties (i.e. over and above the Council's legal obligations under the Policy where it considers this appropriate). In this case, Section 7(b) of the *Local Government Act 1999* (the Act), authorises the Council to do so where it considers this appropriate. This is the case if the Council considers the service will provide a benefit to its area, ratepayers, residents etc.

Section 7(b) of the Act provides that the "*function of the Council includes to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area.*"

Whilst this provision makes reference to various examples of services and facilities to be provided by the Council (i.e. which includes waste collection and disposal services) it does not operate to mandate the Council to provide all the services referred to in the legislation. Rather, the Council has discretion to determine, based on its revenue, legislative obligations and the needs of the community, what services are to be provided for the benefits of its area, ratepayers etc. and the manner in which those services are provided. If additional services are provided by the Council, it would be prudent to incorporate these services in the new Policy.

Prior to addressing the existing Policy, it is important to establish the key principles that should be used as a guide to the new *Waste Management Policy*.

One of the key aspirational outcomes of the Council's *CityPlan 2030* is 'Environmental Sustainability – and for the Council to be a leader in environmental sustainability'.

It is recognised that the provision of a kerbside waste collection program which provides for the maximum possible diversion of waste from landfill will assist in the achievement of this outcome.

The key principles which have been used to guide the preparation of the new Policy are:

- the Council will provide a standard level of service which will be available to all separately rated tenancies, with the exception of industrial premises. The usage may be residential, commercial or not-for-profit organisation, with the exception of hard waste and electronic waste collection services, which will be limited to residential and not-for-profit properties only;
- the standard level of service encourages diversion of waste from landfill through the provision of separate collections for dry recyclables and food and green organic waste in addition to residual domestic waste (waste to landfill);
- to set a limit on the number of additional services for each property type and the various waste streams for a fee set by the Council; and
- to set out compliance actions to be taken where the Policy is breached.

Taking into account the abovementioned principles and following the review which has been undertaken of the existing Policy, there are a number of issues that have been identified and which require resolution. These issues are outlined and discussed below:

1. Additional Services

With respect to the issue of additional services the existing Policy provides that all tenancies that are residential, commercial and "other" types of properties (including not-for-profit organisations) are all entitled to one (1) additional service for kitchen organic waste, dry recyclables and green waste. Additional services are available to these tenancies upon payment of a fee which is adopted annually by the Council.

A tenancy means a whole or a part of a property which is separately tenanted through a formal lease or usage agreement.

Table 1 below details the current number of additional bins, for which a permit has been sought and obtained and that are collected by East Waste.

**TABLE 1: CURRENT ANNUAL NUMBER OF ADDITIONAL BINS (WITH PERMITS) COLLECTED**

Service	Residential	Commercial & Not For Profit	Total
General Waste Bins (Red Lid)	42	35	77
Dry Recyclables (Yellow Lid)	18	33	51
Green Organics (Green Lid)	207	7	214
<b>TOTAL</b>	<b>267</b>	<b>75</b>	<b>342</b>

The numbers shown in Table 1 above are estimates only and are considered to be a significant under-recording of the additional bins that are placed out by property owners and occupiers each week for collection. It is known that beyond those current additional bin licences listed above, many more bins are placed out for collection. Due to difficulties in determining "legitimate" bins, all bins which are placed on the kerbside are generally emptied by East Waste.

An audit of unauthorised bin collections conducted by East Waste in 2017, estimated that between 1-4% of residential properties and between 6-8% of commercial properties, place unauthorised bins on the kerbside for collection without permits.

This has historically been difficult to enforce due to the inability, without geographic identifiers such as Radio Frequency Identification Devices (RFID) being installed on bins, to link bins to specific properties. The Cities of Burnside and Prospect have RFID-fitted bins, enabling full compliance with the eligible number of bins for each property. This is discussed in more detail under the heading of *Collection of Unauthorised Bins*.

The information set out in Table 1, shows that of the recorded additional bin permits, permits for green organics bins are the most commonly applied for. Of the recorded bin permits, 1.5% of residential properties seek additional permits, while 3.7% of commercial properties seek additional bin permits.






























































In addition:

1. additional green organic bins issued are almost three (3) times the number of additional general waste bins issued. This is encouraging as it assists in minimising the amount of waste entering landfill sites;
2. total additional services issued (342) equates to 1.75% of all properties (17,500 residential and 2,000 commercial);
3. proportionally less residential households (1.5%) seeking additional bin permits than commercial properties (3.7%);
4. of those households seeking an additional bin permit, most residential households (60%) are generally seeking additional green bins, while most commercial operators (46%) are seeking additional red (landfill) bins;
5. the number of additional services issued for all properties is not considered high; and
6. an average of seventeen (17) additional bin permits are issued per annum for residential households since the introduction of the three (3) bin system in 2003.

In examining the best practice approach for the allocation of bins (and additional bin permits for each property type), other Councils were surveyed to ascertain how they deal with the issue of additional services for the various property types that exist in their Council areas. Results have been obtained from the Cities of Prospect, Holdfast Bay, Adelaide, Campbelltown, Burnside and Unley.

The results of this survey are shown in Table 2 below.

**TABLE 2 – ADDITIONAL BIN POLICY IN OTHER COUNCILS BY PROPERTY TYPE**

Council	Residential			Commercial			Not for Profit/Council Leased Properties			Schools		
	General Waste	Recycling	Green Organic	General Waste	Recycling	Green Organic	General Waste	Recycling	Green Organic	General Waste	Recycling	Green Organic
City of Prospect				-	-	-				-	-	-
City of Holdfast Bay				-	-	-	-	-	-	-	-	-
City of Unley				-	-	-						
Adelaide City Council										-	-	-
Campbelltown City Council										-	  	-
City of Burnside		 	 	-								
City of Norwood Payneham & St Peters										Not specifically provided for within current Policy		



The data in Table 2 shows:

- all six (6) Councils that were surveyed allow up to a maximum of one (1) additional service for all residential properties for general waste.
- the City of Burnside allows an additional two (2) services for green organics and recyclables for residential properties.
- two (2) Councils allow up to a maximum of one (1) additional service per commercial property for all waste streams.
- the City of Burnside will allow up to one (1) additional service for commercial properties for kerbside recyclables and green organics only.
- the Cities of Holdfast Bay, Prospect and Unley, do not allow any additional services for commercial properties.
- only the City of Holdfast Bay does not allow any additional services for not-for-profit organisations and Council leased buildings.

This Council's existing Policy is silent on the number of bins which are issued to schools, which are treated as the "other type" category and therefore entitled to one set of three (3) additional bins. Schools are considered separately further in this report.

### **Options for Additional Services for Residential Properties**

It should be noted that the Council's legislated obligation is to provide a weekly waste-to-landfill collection service for households.

It is considered reasonable and equitable to provide residential, commercial and not-for-profit organisations with a standard set of three (3) bins, as a starting point for service provision. The consideration of whether properties should be able to pay for a second (or potentially third) bin of each stream is addressed below.

The following options are available to the Council in respect to the issue of additional services. In general, all additional services will be issued at a fee determined by the Council (currently \$133 per annum per landfill waste bin and \$66 per annum per recyclables or green organics bin).

#### ***Option 1 – Status Quo***

Retain existing service levels as per the existing Policy (one of each type of bin with an option to pay an annual permit fee for a second bin of each collection stream).

This option does not encourage greater levels of recycling.

#### ***Option 2 – Additional Landfill Bin (extenuating circumstances) and Additional Green Organics and Recyclables Bin***

This option would provide one additional service for the landfill waste stream, but only where *extenuating circumstances* can be demonstrated, to the satisfaction of the Council. For the purposes of this option, *extenuating circumstances* is defined as circumstances where residents have relevant medical conditions or large families with six (6) or more persons occupying the dwelling. The new Policy requires this to be made upon request to the Council. This is the approach taken by the Cities of Burnside and Prospect which only enable an additional landfill bin permit where *exceptional circumstances* apply.

This option also includes retention of the allowance for additional bins associated with green organics and recyclable materials, however these should be limited to one additional service of each, upon payment of the fee by the owner/ tenancy. This is the option which is used by all of the Councils surveyed, except the City of Burnside, which offers two (2) additional bins upon payment of fees, for the green organics and recyclables.

### **Option 3 – Additional Service for Green Organics and Recyclables Streams Only**

Issue additional services for green organics and dry recyclables only, up to a maximum of one (1) additional service for these waste streams (this is the best option for increased waste diversion but is not the recommended option). Option 2 is preferred as it provides greater flexibility for residential households to access an additional general waste stream bin, where extenuating circumstances can be demonstrated.

Whilst the Council should consider all of the options as set out above – or a variation thereof, Table 1 demonstrates that the highest residential demand is for additional bin permits for green organics bins (60% of additional bin permits) compared to landfill bin (12% of permits).

There is a strong financial and environmental incentive to encourage greater use of recyclables and green organics bins to reduce the amount of costly residual waste going to landfill.

### **Preferred Option**

It is recommended that Option 2 be adopted which allows up to a maximum of one (1) additional recyclables and green organics bins for all residential properties, with an additional landfill waste bin only being approved, upon application, subject to extenuating circumstances being demonstrated, such as large families with six (6) or more members or a medical condition.

The difference between this Option 2 and Option 1, is the fact that constraints are put in place before an additional landfill bin service is automatically granted. This provides staff with the opportunity to discuss the issue with the person requesting the additional bin, to determine if other waste reduction or waste sorting behaviours can be adopted in the household to reduce landfill waste. This is considered to be a responsible and equitable position and is therefore the recommended option for additional services for residential properties.

### **Options for Non Standard Service Options for Multiple Dwellings and Apartments**

The collection of waste services for multiple dwellings and apartments, can involve the consideration of some unique constraints when compared to the standard level of kerbside waste collection services that is offered by the Council. The issue to be considered is *does the Council want to provide a more customised waste management service (on a case by case basis) for large multiple dwelling developments and apartments, where the standard collection services is not practical?*

When the Council determined to provide waste collection services for all tenancies as set out in the current Policy, whether the tenancy is residential or commercial, it implied that it would do so in a consistent manner for all residential and commercial properties. That is, the Council cannot, without good reason, choose to provide waste collection services to some tenancies of the same type but not others, without being clear about the reasons why it would offer services of differing standards. The Council may however impose service conditions, where necessary to facilitate the service being provided at particular premises taking into account any practical constraints and logistical considerations.

The starting point is that the Council may, as the provider of waste collection services, determine the terms and conditions upon which the service will be provided for a multiple unit development, unless the Council can deliver its standard kerbside collection service. To that end, there is scope for the Council to determine waste volume entitlements, the terms regarding the requirements for the bins and the locations where bins are required to be kept for collection. Any determination regarding conditions that attach to this service should be set out within the Council's *Waste Management Policy*.

The developer or Body Corporate of a multiple unit development, may alternatively opt to undertake their own waste commercial management service where their waste volumes or storage areas dictate a different arrangement to that which can be serviced by East Waste.

It should be noted that:

1. For new Development Applications, the *Planning and Design Code* limits the maximum number of bins that can be placed on a kerb for collection to ten (10) MGB's in total (eg 5 dwellings with a weekly presentation of two bins each). However, it must be noted that this is not a mandatory requirement, unless it is imposed as a condition of a planning consent for a new multiple dwelling or apartment development.
2. A guide has been prepared by the State Government to provide guidance on the design and planning of higher density and mixed use developments - the *South Australia Better Practice Guide Waste Management for Residential and Mixed Use Developments* (2014). A copy is contained in in **Attachment B**.
3. East Waste, has also developed a guide setting out conditions, taking into a consideration the requirements of the *Better Practice Guide for Waste Management Development Applications*. The *East Waste – Waste Management and Services Guide for Multi Unit Dwellings* (May 2021) is contained in in **Attachment C**.

The new Policy has been prepared on the basis that a developer (as part of a Development Application) or a Body Corporate (at any subsequent time), may request the Council to consider an application for undertaking their waste management services in a way that is different to the standard kerbside collection.

Where multiple residential dwellings (located within a multi-dwelling complex) apply for a non-standard waste service, this will be assessed on a case-by-case basis and may include the provision of larger capacity bins, on-site collection and increased frequency of recyclables and organic waste collection (to a maximum of one collection per week).

Following a request from a Body Corporate associated with a large apartment complex to commence a new collection service, East Waste has determined that it is able to service these properties utilising bulk bins (1100L capacity). Due to limited onsite capacity for storage, a weekly collection of recyclables and green organics is able to be collected from the bulk bins at a cost of \$8,000 per annum, which is \$6,500 less than the cost of a standard kerbside collection of bins from each apartment. While an apartment complex currently may not utilise Council (East Waste) collection services, it is entitled to do so. Therefore the cost of the service provision is less than it would be for collection of several hundred individual bins from the site.

For new developments or a new non-standard waste service, a written application will be required from the property owner or Community/ Strata Corporation to the Council accompanied by a Waste Management Plan and must be prepared by a suitably qualified Waste Management Consultant.

The Waste Management Plan would be required to address the following:

- a commitment to waste reduction and waste separation across all three streams (recyclables, food and garden organics and landfill) together with additional waste streams (eg. e-waste, hard waste);
- consideration of the requirements of the *East Waste – Waste Management and Services Guide for Multi Unit Dwellings* (May 2021)
- waste generation and storage volumes (not exceeding the rates contained in Table C.2 of the *South Australia Better Practice Guide Waste Management for Residential and Mixed Use Developments* (2014));
- suitable collection and storage infrastructure available (bin sizes, bin chutes, common storage areas/ enclosures etc);
- designation of the person(s) responsible for the management of bins (including any securing, emptying and moving of bins on site);and
- access arrangements including manoeuvring areas, height clearances, site gradients, security etc;
- noise attenuation, ventilation and other amenity measures for occupants of the building/ complex; and
- any other issues relevant to the storage and collection of waste materials on the site or other reasonable requirements of the Council.

It is proposed that applications for a non-standard waste service will be assessed by Council staff, in consultation with East Waste and will be progressed where there are demonstrated cost and resource efficiencies compared to undertaking multiple bin lifts through the standard kerbside waste service. Upon advice from East Waste, if the cost of collecting materials from larger bins is akin to the cost of the standard kerbside service than would otherwise need to be provided to all eligible properties on the site, there will be no additional charge for the non-standard service. Where the cost of servicing dwellings through a non-standard waste service would exceed the standard service which is provided by the Council, this will only be considered entirely at the Council's discretion and if approved, would be subject to a commensurate fee-for-service to be agreed to by the Council and East Waste (i.e. this additional cost will not be subsidised by the Council).

The assessment of applications for a non-standard waste service will also be based upon the guidelines (including as amended from time to time) contained within:

- *East Waste – Waste Management and Services Guide for Multi Unit Dwellings (2021)*; and
- *South Australia Better Practice Guide Waste management for Residential and Mixed Use Developments (2014)*.

Where an application for a non-standard waste service is approved by the Council, a *Waste Collection Service Agreement* (or similar) will be required to be entered into between the Council, East Waste and the property owner or the Strata / Community Corporation (where relevant).

The *Waste Collection Service Agreement* will include the agreed specifications of the waste collection service to be provided by the Council (including the provision of MGBs, waste volumes, collection frequency and applicable fees) and will outline the responsibilities of each party. In addition, the Agreement will ensure that appropriate indemnities are provided by the property owner or the Strata / Community Corporation to the Council and East Waste in relation to the provision of the waste collection service on the property. The *Waste Management Plan* for the property will also be attached to the Agreement once approved by the Council and East Waste.

A *Waste Collection Service Agreement* for the provision of a non-standard waste service may be entered into with the Council and East Waste for up to a period of five (5) years.

A sample of the draft Agreement is contained in **Attachment D**.

It should be noted that multi-unit developments can either be approved by the State Commission Assessment Panel (SCAP), the Council Assessment Panel or the Council's Assessment Manager. With respect to those approved by the SCAP, the Council can lodge a submission requesting that the proposal takes into consideration a WMP. In any event, as the *South Australian Better Practice Guide Waste Management* was developed jointly by the Property Council of Australia, Renewal SA and Zero Waste SA, SCAP should therefore take into account the elements of a *Waste Management Plan* (WMP) as required by the Guide when it is assessing these type of developments.

The Council has recently considered a WMP for the new development which has been approved at the Hackney Hotel property. For this development, the type of land uses and likely waste volumes were analysed and an agreement has been negotiated between the developer and the Council via East Waste, which includes a hybrid of both the Council and private contractors collecting waste from the various components of the development.

The Council has also recently been approached by the Body Corporate of a large apartment development, requesting consideration for replacement of its commercially provided waste collection service, with a Council provided service. The new *Waste Management Policy* will be used to guide the provision of these bespoke, non-standard collection services, which will necessitate entering into a *Waste Collection Service Agreement*.

Any determination regarding conditions that are attached to waste management services associated with multiple dwellings, have been included in the new *Waste Management Policy*.

In November 2020, the City of Burnside resolved that owners of dwellings in apartment buildings will receive a rate rebate from the Council for the collection of waste, where those apartment buildings do not or cannot access the Council's standard kerbside collection service.

The reasons given by the City of Burnside in adopting this position are:

- it is hoped the new scheme will also encourage more recycling of green waste.
- that owners in apartment blocks have been paying the same rates as any other homeowner, but not receiving the waste collection services undertaken by the Council; and
- this has resulted in residents effectively subsidising the rest of the Council's rubbish collection, while paying extra to have their own waste taken away.

Under the new system endorsed by the City of Burnside, owners of apartment buildings that implement a green waste collection service would receive a 4.5% rebate on their Council rates and places where green waste is not collected separately will receive a 2.25% rebate.

This position is not supported or recommended by Council staff for the following reasons:

- the approach taken by the City of Burnside is too simplistic. All residents pay rates for the provision of services including waste collection and management. Residents who live in apartments attend local shops, services and events and may from time to time, dispose of their waste in bins in the public realm, which a Council must fund;
- likewise, the rates paid by residents contribute to pools, libraries etc. that not all residents throughout the City access, but are still important services and facilities to provide to the community; and
- these apartment complexes or Multi Unit Developments (MUDs) where requests have been made to the Council to provide the waste management service, must make allowance for the appropriate infrastructure to allow access to the Council's contractor for the collection of waste services on their grounds. This infrastructure arrangement will incur a significant cost to the complex and in turn to the owners who purchased units in the complex. This is an upfront cost, which could be significantly lower than the rebates being offered by the City of Burnside.

With respect to increasing the recycling of green waste, this would be difficult to achieve in those complexes that have their waste collection services undertaken by a private contractor. East Waste has advised that there is only one high rise complex in the metropolitan area where this has been achieved. In that instance, chutes are provided on each floor to separate the general waste, green organic material and recyclable material. East Waste has also advised that there is a high risk of contamination associated with this method, as the bags can split before they hit the waste receptacle and spill into another bin.

The best approach to increase the recycling of green waste is to allow the Council's contractor access onto the site and remove green waste from the correct receptacle either on a weekly fortnightly basis (subject to cost).

A user only pays system for charging rates and providing rebates is a 'very slippery slope' and should not be adopted.

The new Policy sets out the ability for consideration of non-standard waste service collection agreement, including the possibility of weekly collection from bulk bins, subject to this being no greater cost to East Waste than the standard kerbside service.

## Options for Additional Services for Commercial Properties

There is no legal obligation for the Council to provide waste management services for all streams for these tenancy types.

The current Policy allows for commercial properties, “other” properties and properties tenanted by not-for-profit organisations and Council leased buildings, entitlement of one (1) additional service for each waste stream. An additional service is available upon the payment of a fee to the Council. In other words, all property types (residential, commercial, not for profits) are all treated equally under the existing Policy.

It should be noted that Child Care Centres are included as Commercial Properties.

It is a long standing practice for commercial properties to be responsible for the disposal of commercial quantities and types of waste from their respective premises.

The Council’s current Policy states “*Commercial and industrial waste will not be collected by the Council*”, which has caused some ambiguity in its interpretation. The availability of a second bin of each type was included in the current Policy when adopted by the Council in 2010. Prior to that date, the previous Policy did not allow any additional services for green organics and recyclable materials for commercial properties.

In the case of large commercial or industrial premises, the disposal of waste is an operational matter, which is best handled by the business. Generally, businesses generate more waste (usually in the form of packaging), which is greater than the capacity of the kerbside mobile garbage bins (MGBs) or domestic scale waste.

Some businesses (particularly small tenancies) do not have the space to store additional MGBs on their premises and would not seek to purchase a second landfill waste, recycling or green organics service, even if it was available to them.

The following options are available to the Council for the provision of additional services to tenants of commercial properties.

- **Option 1 – Status Quo**

Retain existing service levels - that is, allow one (1) additional bin permit per property for each waste stream, upon payment of the required fee.

This provides flexibility where it may be difficult for commercial operators to have the space required to have all waste streams collected by a commercial operator such as where there are single fronted and narrow tenancies on arterial roads, with no provision at the rear of the property to engage a commercial collection. If this option is preferred, then prior to additional services being provided, an assessment of the available kerb space would need to be undertaken to ensure the space available could accommodate the additional bins.

- **Option 2 – Additional Service for Green Organics and Recyclables Streams Only**

Issue additional services for green organics and dry recyclables only - up to a maximum of one (1) additional service for each (to encourage waste diversion). While the Council has no obligation to collect any waste from commercial properties, this option would be consistent with the principles for second service options proposed in the new Policy for residential properties, whereby only second recyclables and organics bins are the standard offer. Extenuating circumstances for households (large number of household members and medical grounds) is not an equivalent test that can be applied for commercial properties.

This option is the best option to facilitate increased waste diversion and takes into account that if a commercial business has greater landfill waste volume than can be accommodated in a single bin, then this exceeds the test of an equivalent “domestic” volume of waste generation.

In these circumstances a commercial waste disposal operator would need to be privately engaged by the business owner to cater for these additional waste volumes. Due to waste minimisation objectives and equity with residential second bin entitlement, this option is recommended.

- **Option 3 – No Additional Service Offered**

Do not provide any additional waste management services for all waste streams for these property types over and above the standard entitlement of one landfill bin, one recyclables bin and one green organics bin. This is the position taken by the Cities of Unley, Prospect and Holdfast Bay. .

This option is not recommended due to the equity of service provision when compared with residential properties- whereby increased organics diversion and recycling are supported through the ability to pay for one (1) additional service of these waste streams.

### **Preferred Option**

Option 2 is the recommended option for the supply of additional services for commercial properties, providing the option of purchasing a second bin permit only for recyclables and organics collection and not available from the Council for landfill bins.

As previously identified in this report, East Waste has estimated that between 6-8% of commercial properties are over-serviced with unauthorised bins being presented and collected by East Waste, representing significant lost cost-recovery for the Council.

To address this, it is recommended that all commercial properties will be transitioned across to full compliance with the new Policy over a three (3) year period. This will include:

- addressing The Parade as the highest priority first (provide traders on The Parade with new bins with RFID chips fitted within 12 months (by October 2022));
- additional commercial locations (Magill Road, Payneham Road, shopping centres) to be addressed following The Parade; and
- all commercial properties issued with RFID-fitted bins within three (3) years.

### **Options for Providing Additional Services for Schools**


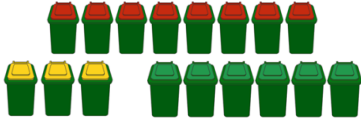
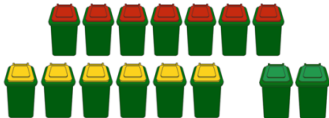
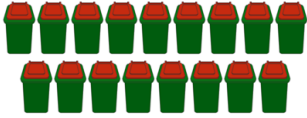
As advised previously, the provision of waste collection services for schools (public or private) is over and above the services that the Council is legally obligated to provide.

The Council's existing Policy does not identify schools as entitled to any specific additional bin licenses. Under the current Policy, schools therefore default into the "*other types of properties*" which enables an entitlement (upon application and payment of a fee), a second set of each of the 3 (three) bins.

No schools in the City of Norwood Payneham & St Peters currently have a valid second bin permit for any additional bins and as identified in an audit undertaken in 2019, over time, many schools have acquired additional bins which are presented at the kerb and collected by East Waste.

A summary of the number of MGBs for each waste stream presented at the kerbside by schools in the Council area is shown in Table 3 below.

**TABLE 3: BINS PRESENTED FOR COLLECTION BY SCHOOLS WITHIN THE CITY  
 (AUDIT SNAPSHOT MAY 2019)**

SCHOOL	BINS VISIBLE ON SCHOOL SITE (not at kerbside)	BINS PRESENTED FOR COLLECTION
<b>PUBLIC SCHOOLS</b>		
Norwood Primary School	5 x general waste	0
Trinity Gardens Primary School	0	0
Marryatville High School	6 x general waste	0
Marryatville Primary School	0	
Marden Senior College	0	0
East Adelaide School	0	0
Felixstow Community School	0	0
<b>PRIVATE SCHOOLS</b>		
Loreto College	2 x general waste	0
Prince Alfred College	0	0
Pembroke School	0	0
St Peters College	0	0
St Ignatius Junior College	0	0
Mary MacKillop College	0	0
St Joseph's Memorial School - Kensington	0	17 total 
St Joseph's Memorial School - Norwood	0	15 total 
St Joseph's Primary School Payneham	17 x general waste	17 general waste 
<b>TOTAL</b>	<b>30 total (note: some or all may be commercially collected)</b>	<b>55 total (presented for Council collection) from 4 schools</b>

The data presented in Table 3 shows the variability that exists regarding the additional services being utilised by private and public schools. One school has 17 bins allocated for domestic waste whilst some schools have none. Waste is routinely collected from these schools by East Waste on behalf of the Council at no cost.



The results of the audit are summarised below:

- of the 16 schools located in the City, 12 schools did not present any bins for collection;
- there are three (3) private schools which present fifteen (15) or more bins for collection of the various waste streams;
- four schools accounted for the total of 55 bins presented for collection;
- of the three (3) private schools, one school presents 17 general waste bins for collection across two (2) campuses; and
- some schools have MGBs on the school property (as shown in Column 1) but during the period of the audit did not present these bins at the kerbside for collection (these may be serviced commercially).

It is unclear how many of the additional bins (over and above the two (2) of each bin type) have been issued by the Council or East Waste.

Many schools are proactive in encouraging education, waste minimisation, recycling and responsible organic waste disposal. Over the last decade, the Council, in conjunction with its waste education providers East Waste and KESAB, has successfully organised many waste education programs in the City's schools.

It is important that schools, like any other organisation, has suitable infrastructure that allows for the appropriate separation of waste streams and on site storage. The provision of bins for types and volumes of waste that are beyond the capacity of kerbside collection, should however be the responsibility of the school.

In the case where the additional bins have been acquired by public schools and the additional bins are being placed at the kerb for collection, the Council is in effect bearing a cost which should be borne by another level of government, particularly in the light of the significant waste levies placed onto Local Government by the State Government. It is understood that the Department for Education will be arranging for all public schools under a whole of Department waste management contract commencing 1 July 2022. Therefore, East Waste's collection of bins, will no longer be an issue for public schools.

Similarly, the additional bins collected from private schools, beyond their entitlement, is an operational responsibility and cost of the school.

Some private schools have small campuses where it may be difficult to store larger bins to be collected by a private contractor, with convenience in accessing the Council weekly or fortnightly kerbside collection system. However, if this practice is to be retained, then it should be undertaken with the full cost to be borne by the schools without subsidisation. It is important to note that under the *Local Government Act 1999* public and private schools are entitled to a 75% rate rebate.

In the case of the school which presents 17 landfill waste bins for collection, if these had been accepted and recorded through the second bin permit system, the applicable charges (at \$135 per bin per annum) would have resulted in total fee-for-service for that school of \$2,295 per annum.

If the new Policy is endorsed by the Council, to eliminate the risk to the Council that a similar level of service could be expected by other organisations, it is recommended that the Council needs to undertake negotiations with these schools to ensure they are scaled back into line with other schools and in accordance with the Council's new Policy regarding schools, or are asked to pay for any additional services for all streams beyond those available to schools as described within the new Policy.

### **Options for Schools**

Again, as stated previously, there is no legal obligation for the Council to provide waste management services of all streams for schools.

The current Policy is not specific about the collection of waste from schools, but enables "other" types of properties to apply for one (1) additional bin collection for each waste stream, over and above the first set of three bins.

In considering options for the new Waste Management Policy, Table 3 shows that the Cities of Unley and Burnside allow schools to have one (1) additional service for all waste streams beyond the three (3) bin system. The Campbelltown City Council allows schools to have an additional three (3) services but only for recycling collection.

Following consideration of the issue of services for the various waste streams for schools the following options are available to the Council:

- **Option 1 – Status Quo**

Provide each school with a standard service for each of the three (3) bin waste streams and in addition, offer a second set of bins to be collected, with the number of additional services limited to one (1) for each type of service and that the cost of each additional service be paid for by the school. (This would result in a maximum total of 6 bins for each school).

This option is generally consistent with what is proposed for residential and commercial properties, although it is more generous in offering a second landfill bin. Based on the information identified in the audit undertaken in 2019 (provided in Table 3), the majority of schools do not present any bins for collection. Four (4) schools are accessing services well over and above that available if Option 1 is adopted.

Providing a maximum of two bins of each stream would not be sufficient to meet the overall waste management needs of each school and is therefore not a practical option.

- **Option 2 – No Additional Bin Permits**

Provide each school with a standard service for each of the three (3) bin waste streams, primarily as an educative support tool for the students and provide the kerbside collection service for these bins. In this option, no further additional bins would be provided for any of the waste streams (resulting in a maximum total of 3 bins).

This is considered the most practical and equitable option as schools will need to engage a commercial contractor to service their overall waste needs but still be able to demonstrate sustainable rubbish separation and recycling practices as an educative tool and this option doesn't require ratepayers to subsidise collection services for schools.

- **Option 3 – Additional Service for Green Organics and Recyclables Streams Only**

Provide each school with one (1) service for each waste stream and one (1) additional service for kerbside recycling and green organics only, with the cost of these additional two (2) bin collections to be paid for by the schools. (This would result in a maximum total of 5 bins per school).

This option provides greater capacity for waste diversion. However, like Option 1, this hybrid option is unlikely to be a workable model for schools due to the large volumes of waste which is generated.

- **Option 4 – No Bin Supply or Collection at all**

Do not supply any services to schools, on the basis that the collection of waste for all streams is the responsibility of the schools. This option has been adopted by three (3) of the six (6) Councils which have been surveyed. (e.g. no bins are provided). For public schools, this would be consistent from 1 July 2022, with all public schools coming under a single commercial waste collection contract, paid for by the Department for Education.

This option does not provide any service for the collection and disposal of waste for schools. Whilst this option can be justified, it isolates schools from all other users. On that basis it is not recommended.

In summary, Option 2 is recommended.

If Option 2 is supported by the Council, it will result in several schools having bin collections which far exceed their entitlement (as shown in Table 3).

Only one public school was identified as having bins at the kerbside, for collection. This will be addressed through the Department for Education bringing all public schools under a single managed contract for collection of waste from 1 July 2022. This will result in no public schools presenting bins for collection by East Waste.

As such, if the Policy is adopted as recommended for the remaining private schools with an over-allocation of bins, it is recommended that a transition process be enacted with the schools. This will involve staff discussing the Council's new *Waste Management Policy* and how the school can transition to the new arrangements. Each of these schools will be offered a Bin Assessment Service, delivered by KESAB, to examine their on-site waste management and consider best practice alternatives for waste minimisation, separation and collection.

Ultimately, if bin requirements exceed what is allowed for in the new Policy, the Council will seek to remove any over-allocated Council MGBs which require the school to purchase any additional required bins from a commercial provider. These discussions will be held with the schools over a twelve (12) month period from the adoption of the new Policy, to ensure consistent compliance and a fair and equitable service provision. However, in the event that an agreement cannot be reached with an individual school that has an over-allocation of bins, a report will be presented to Council for consideration.

In addition, over the next twelve months, East Waste will be tasked with contacting all private schools to offer a collection service to all private school as a fee-for-service model. East Waste will be offering all private schools the option, instead of paying collection fees to a commercial provider where this is possible. This will include the ability to service private schools with larger capacity bulk bins. This will assist the schools in achieving better environmental outcomes, in conjunction with the advice of KESAB through the Bin Assessment Service. Ultimately, schools generate large quantities of waste which needs to be better managed.

The Council will also continue to support all schools through the provision of education programs (delivered through East Waste and KESAB) and through the supply of classroom kitchen organics caddies and rolls of compostable bags as set out in the new Policy.

A summary of the proposed bin entitlements of all types is contained in **Attachment E**.

### **Options for Providing Additional Services for Community and Not-for-Profit Organisations**

Not-for-profit organisations include churches, community centres, nursing homes, sporting clubs, etc. Pursuant to the existing Policy, these premises are entitled to a full three (3) bin collection service (landfill waste, recycling and green organics).

In reviewing the Policy, the option of a free set of second bins was considered on the basis these organisations are not-for-profit. However, the policy prior to the adoption of the current Policy (2010), enabled a not-for-profit organisation to apply for free additional bins, taking into account their particular circumstances. This aspect of the Policy proved difficult to administer in a consistent way, as it requires a subjective assessment to be made. Some organisations argue their case for additional free services more strongly or adamantly than others, while some are quite prepared to engage commercial waste collection companies at their own cost.

Some membership based organisations, which, while they are "not-for-profit," would be expected to cover their operational costs through appropriate membership fees, rather than through the provision of additional free waste collection services.

There are difficulties and inconsistencies in the ability to determine whether a "community" organisation is entitled to free additional services.

The options for Community and Not-for-Profit organisations include:

- **Option 1 – Status Quo**

This involves continuing the current Policy of enabling one additional bin permit of each of the three (3) streams to be paid for each year.

- **Option 2 – No Additional Bin Permits**

On the basis that these organisations generally already are subject to Council rate exemptions, an option could be for no additional bin entitlements, beyond the first set of three (3) bins.

- **Option 3 – Additional Service for Green Organics and Recyclables Streams Only (As per the Commercial Properties)**

For consistency with the services which are made available to Commercial and Residential properties, it is recommended that the Policy includes allowance for Community and Not-for-Profit Organisations to pay for additional bin permits for recyclables and green organics bins.

This would incentivise waste reduction by not providing an additional landfill collection. As with commercial entities, if an organisation has more landfill waste than can be accommodated with single weekly collection, this would need to be organised through a separate commercial collection arrangement.

This is the recommended option.

### **Collection of Unauthorised Bins**

At its meeting held on 6 February 2017, the Council resolved that a letter be forwarded to the General Manager, East Waste, recommending that the Board consider undertaking an audit of “unauthorised bins” collected by East Waste. A copy of that letter is contained in **Attachment F**.

An “unauthorised bin” is a bin that has been purchased or obtained by the property owner, without sourcing an additional bin permit from the Council for the collection of waste. It may be a landfill, recycling or green organics bin.

In making this request the Council recommended that East Waste undertake an audit of unauthorised bins being collected across all of the Constituent Councils. This matter was considered by the Board of East Waste at its meeting held on 27 April 2017 and at which time resolved:

*“That the report be received and noted and the Board will review the results of the City of Norwood Payneham & St Peters audit process”.*

It should be noted that the Board resolved not to survey the other Constituent Councils for unauthorised bins as requested by the Council.

The outcome of the review and the results are summarised in a letter from East Waste dated 30 May 2017, as contained in **Attachment G**.

East Waste commenced the audit in March 2017, but at that time it became obvious that the auditing of bins in circulation is a complex issue for the following reasons:

- bin representation – not all residents place each bin out for collection on the nominated collection day/week (i.e. organics and recycling bins are not always presented);
- difficulties in determining ownership of bins, especially difficult in laneways and adjacent commercial properties;
- East Waste driver participation – due to the constant changes in drivers servicing the Council, the instruction to complete the unauthorised bin audit was met with intermittent resistance;
- the bin stocks did not contain the Radio Frequency Identification Device (RFID) chips.

The results of the audit and survey are clearly outlined in the correspondence received from East Waste as contained in **Attachment H**.

Based on the results of the audit, East Waste provided the following summary:

- it became clear during the audit that the number of unauthorised waste bins is less than previously thought and provides an over servicing cost of approximately \$16,500 - \$33,000 per annum. The initial estimate was thought to be between \$100,000 - \$150,000. It must be stressed that this is an estimate only, however it is still a reasonable sum which could be saved; and
- there was a trend in some circumstances of 'double dipping' in laneways and unauthorised waste containers issued at some commercial properties.

In summary, following the audit and survey, East Waste made the following recommendations for Council to consider:

1. *All future stolen, missing or irreparable bins be replaced with a MGB inclusive of an RFID Chip. RFID chips are approximately \$1.50 to \$2.00 and all East Waste vehicles are equipped with technology to read the chips. Whilst this is a long term approach to solve the problem with unauthorised bins, it is the most logical and economical way.*
2. *Should a Council wide bin replacement eventuate, then all bins are to contain RFID chips and the supplier contractor is to manage an accurate roll out database which is handed over to East Waste at the completion of the roll out.*
3. *If the Council resolves to replace all bins at the same time, then the bin replacement program is only to replace legitimate bins at any Service Entitlement Premises (that is, do not replace bin for bin, but rather replace entitled bins, unless the resident has applied to the Council and legitimately given approval for an additional bin in accordance with the Policy).*
4. *Opt into East Waste's MGB Supply Contract to realise savings in ongoing bin supply, replacement and repair. This contract is available for any East Waste Member Council that wishes to take up this option.*

Since that time the Council has opted for the option, whereby all MGBs are purchased by East Waste, but are owned by the Council. Similarly, all future bins which are purchased will have an RFID chip. This practice has been in place for three (3) years. East Waste charges the Council direct for the purchase of the bins.

There are two (2) other options available to the Council regarding the replacement of all new bins with an RFID chip system. These are:

- a. retrofit the existing bins with a RFID chip. There are 19,561 rateable properties within the City, however not all rateable properties have three (3) bins allocated to them (e.g. commercial properties). Based on this number of rateable properties, there could be as many as 50,000 bins which will be required to be fitted with an RFID chip fitted. The cost to the Council to undertake this option is approximately \$250,000 to \$400,000 at any one time. This option is not recommended at this stage; and
- b. replace all bins at one time with RFID chips. Based on the cost for retrofitting and together with the cost of a new bin, this option is not financially viable. The average cost of a new bin is approximately \$40 per bin and therefore based on 50,000 bins, including the RFID chips, the estimated cost to undertake this option will be between \$2.0M and \$2.1M.

The average number of bins which have been replaced by the Council over the last five (5) years, (from 2014-2015 to 2018-2019 inclusive) is approximately 1,155 bins per year (this is approximately 2.3% of the total bin stock). Based on this scenario, the average cost per annum to replace existing bins with RFID chips is approximately \$10,000 per annum or approximately \$50,000 over the five (5) year period. It should be noted that since the introduction of the three (3) bin system in 2003, a number of existing bins are approximately 16 years old and will need to be replaced at some stage. However it is difficult to estimate the lifecycle of a bin. This depends on many factors, but primarily on how the owner of the premises treats the bins. Some of the green bins, which were in use before the three (3) bin system was introduced, have lasted for well over twenty (20) years.

Based on an assessment of the options, the costs and practicalities of each option, it is recommended that the current practice of replacing all stolen, missing or irreparable bins being replaced with an MGB inclusive of RFID chip, continue.

Notwithstanding this, the Council can consider replacing all bin types for commercial tenancies along The Parade, from Fullarton Road to Portrush Road, with bins for each waste stream fitted with an RFID chip.

This approach would address a key finding of the audit which was undertaken by East Waste which indicated that the majority of unauthorised bins being presented are located on The Parade, Norwood from Fullarton Road to Portrush Road.

Based on approximately 135 general waste bins, 85 recycle bins and 43 green organics bins which are placed out weekly and fortnightly for collection, the cost to the Council to undertake this option is approximately \$11,000. It is recommended that the replacement of bins which are allocated to commercial properties along The Parade, between Fullarton Road and Portrush Road, occur during the 2021-22 Financial Year. The cost to replace bin infrastructure can be undertaken within the recurrent Waste Budget.

If this option is adopted by the Council, then a public awareness campaign must be undertaken with those affected and as part of this, staff will be required to liaise with the property owner and tenants regarding the change-over of bins.

It is recommended that following the replacement of bins along The Parade, all bins allocated to commercial properties across the City, be addressed through a program to remove existing bins and replace these with RFID-fitted bins, over a three (3) year period.

Following the changeover of all commercial bins to RFID fitted bins, a strategy will be prepared for the Council's consideration for a co-ordinated implementation program for residential properties, taking into account the estimated remaining life of the existing bin stock.

### **Lost and Stolen Bins**

In 2004, as part of the new three bin system, the Council purchased and supplied all residential properties and some commercial properties with new landfill waste (red lid) and recycling (yellow lid) bins. The new bins which were paid for by the Council, were stamped with the Council's logo and were imprinted with a serial number. A register was kept and has been maintained to date, which links the serial number of each bin to the property to which it was allocated. At that time, notwithstanding the fact that the bins were supplied by the Council and branded with its logo, it was the responsibility of the owner or tenant to replace lost, stolen or damaged bins at their cost and that new bin(s) would also to become the property of the Council.

Property owners were required to purchase a bin of the correct size and with the correct coloured lid, but were free to purchase the bin from a supplier of their choosing. Essentially the Policy at the time, required the resident to replace the Council's property, even if the loss of the bin was not their fault.

The Council was challenged on this approach at the time, on the basis that a person should not be forced to replace Council property if the loss of the property is outside their control.

This situation was reconsidered by the Council when the Policy was reviewed at its meeting held on 6 September 2010, at which time the Council resolved that it will replace lost, stolen bins and vandalised bins (outside the control of, and not due to the negligence of the property owner or tenant) as well as due to fair wear and tear, manufacturing defect or damage caused by a waste collection vehicle. Under the current Policy, a Statutory Declaration may be required as part of this consideration for lost and stolen bins.

This part of the Policy is proposed to be retained, with a change to remove the requirement for Statutory Declaration to be provided and replace this with a requirement for property owners to complete a Missing/Vandalised Bin Form.

Since the three bin system was introduced in 2004, the Council has replaced a total of 1935 MGBs, which comprises 1,167 landfill MGBs (140 litre) and 768 MGBs (240 litre). On average, this equates to 322 MGB's replaced annually over the six (6) year period.

## **Hard Rubbish Collection**

In 2017, the Council introduced an 'At Call' Hard Waste Collection Service, replacing the annual collection service which was undertaken on a suburb-by-suburb basis.

The 'At Call' Hard Waste Service was only offered to residential properties. This service provides two (2) free booked collections per annum, with two (2) additional services offered (at cost to the resident).

Options for the Council in respect to this service include increasing or decreasing the two (2) collections offered and extending the service to other types of tenancies (non-residential).

In this respect, from time-to-time the Council receives requests and/or enquiries from businesses and not-for-profit organisations wanting to access the service. It is not intended to offer businesses a free disposal service of large waste items, which should be met as part of their business operations. For many businesses, the limit of 2 cubic metres collection size would, in a practical sense, limit the suitability of a collection service for their larger items. For this reason, it is not recommended the service be extended to non-residential properties.

Not-for-profit organisations however, could be assisted by enabling an entitlement to the service, equivalent to residential properties of two (2) collections per annum. Given the charitable or not-for-profit nature of these entities, it is recommended that these organisations be included in the Hard Rubbish Collection entitlements.

The offer of two (2) collections per annum for households compares favourably with other metropolitan collection services and any additional (3<sup>rd</sup> and 4<sup>th</sup> collection) at a minimal cost is generally well received by those seeking multiple collections. It is recommended that no change be made to the services.

The new entitlements for the At Call Hard Waste Collection Service have been included in the new *Waste Management Policy*.

## **Baskets and Bio-Bags**

In 2013, the Council introduced the *Kitchen Organics Collection Service*, with the supply to all households of educational materials, an 8L kitchen organics caddy and supply of compostable bags (150 bags).

Since that time, the Council has offered an annual supply of compostable bags, available for households to collect from the Council's Principal Office and Libraries, free of charge. Beyond annual supply, residents are able to purchase an additional roll of 75 bags at the cost price of \$4.50 per roll.

Approximately 20% of all households come to the Council to collect an annual supply of bags from the Council. The availability of this service is widely promoted through multiple communication channels.

The annual supply of bags and replacement caddies (as residents move into new properties or misplace the kitchen caddies) is approximately \$15,000 per annum. The Council has received various Green Industries SA grants to support funding of this service.

The Council commenced the *Reinvigorate the Food Composting Project* in October 2019, utilising funding from Green Industries SA (GISA). This project targeted those households where the occupancy had changed or where kitchen caddies were no longer available following the initial roll-out.

The project involved a media campaign, delivery to residents, collection from the Council's Libraries and Principal Office and "giveaways" at Council events. The caddies purchased for the project, were procured with either 90% or 25% of recycled plastic content depending on colour chosen.

To date, approximately 3,270 caddies have been provided to households. Of those 1,226 caddies have been delivered and 2,044 were given out at events or collected from the Council. The distribution of these new kitchen caddies will assist in reducing costs for the Council in diverting organic waste volumes from landfill.

The entitlements for the kitchen caddies and compostable bio-bags has been included in the new *Waste Management Policy*.

## **OPTIONS**

Various options have been presented within the body of the report for each component of the new Policy.

## CONCLUSION

The draft *Waste Management Policy*, reflects the Council's commitment to reducing the amount of waste sent to landfill, a strategy which is based upon both financial and environmental objectives. It also provides for the fair and equitable provision of waste collection services for all sectors of the community.

An important inclusion in the draft Policy, relates to multiple dwellings and apartments and how they will be dealt with by the Council. The Policy provides for more tailored collections from these types of developments if the cost does not exceed that of the standard level of service and where an appropriate agreement between the Body Corporate, East Waste and the Council can be agreed upon.

The draft Policy incorporating all of the recommendations of this report is contained in **Attachment I**.

A comparison of the old Policy to the new Policy is contained in **Attachment J**.

## COMMENTS

Nil.

## RECOMMENDATION

1. That the draft *Waste Management Policy*, as contained in **Attachment I**, be adopted.
2. That East Waste be advised of the Council's new *Waste Management Policy* and that, as part of the process of renewing annual additional bin permits, all permit holders be advised of the new Policy and where applicable, the need to relinquish bins where the number of bins exceed the number allowable under the new *Waste Management Policy*.
3. That during the 2021-22 Financial Year, all existing waste bins which have been allocated to commercial properties fronting The Parade, Norwood, between Fullarton Road and Portrush Road, be removed and replaced with a new set of 3 (three) bins, each installed with a Radio Frequency Identification Device (RFID).
4. That staff liaise with those affected property and business owners along The Parade from Fullarton Road to Portrush Road, to discuss the requirements of the new *Waste Management Policy* and of the supply of new RFID fitted bins prior to the removal of existing bins.
5. That following the supply of RFID chipped bins to commercial properties along The Parade, Norwood, the replacement of existing waste bins for all commercial properties within the City be implemented over a three (3) year period.
6. That Council staff together with East Waste liaise with all private schools which have unauthorised mobile garbage bins to discuss their particular school waste operations and issues to advise the schools of the revised *Waste Management Policy* and its implications to conform with the bin entitlement set out in the Policy.
7. That following the implementation of the above measures to achieve consistency and compliance with additional bin services for commercial properties and schools, a strategy be developed and presented to the Council, for the fitting of all residential bins with RFID chips, taking into account the remaining life of the bin stock.
8. The Council notes that following the discussions outlined in point 6 above, a report be prepared for the Council should an agreement not be able to be reached with any of the schools.
9. That staff and East Waste liaise with all private schools with the offer of providing a quotation, on a fee for service basis, for East Waste to provide for the collection and disposal of all waste streams.
10. That a promotional campaign be implemented to raise awareness in the community regarding the implementation of the new *Waste Management Policy*.



## **Attachments – Item 11.1**

# Attachment A

## Revised Waste Management Policy

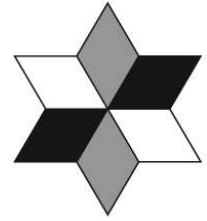
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City of  
Norwood  
Payneham  
& St Peters



**City of  
Norwood  
Payneham  
& St Peters**

## **Integrated Waste Service**

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### **Policy Manual - Service**

#### **BACKGROUND**

The Council provides a waste collection service pursuant to its functions contained in Section 7 of the Local Government Act 1999. Since 2004, the Council has provided a 3-bin model of kerbside waste collection for residential, commercial and other properties within the City. The service provides for the collection of dry recyclables, green organics and residual domestic waste.

This Policy provides the framework for the provision of the kerbside waste collection service and outlines the type and level of service provided to each property.

#### **DISCUSSION**

This Policy supersedes the Integrated Waste Services Policy adopted by the Strategy & Policy Committee of the Council on 1 November 2004.

The objectives of the Policy are to:

- set clear guidelines for the provision of waste collection services;
- distinguish between the type and level of service provided to different property types;
- establish service levels which encourage diversion of domestic waste from landfill; and
- establish service levels which are fair and equitable.

#### **KEY PRINCIPLES**

The Council's City Plan 2030 has, as one of its key outcomes, "*Environmental Sustainability – to be a leader in environmental sustainability.*"

It is recognised that the provision of a kerbside waste collection system which provides for the maximum possible diversion of waste from landfill, will assist to achieve that outcome.

The key principles which guide the Policy are:

- that the Council will provide a standard level of service which will be available to all occupied tenancies;
- that the standard level of service provides opportunities for diversion of waste from landfill through the provision of separate collections for dry recyclables and organic waste in addition to residual domestic waste; and
- that additional services above the standard level of service may be provided, with fees for those services adopted by the Council.

## POLICY

1. The kerbside waste collection service will cater for domestic types of waste only. Commercial and industrial waste will not be collected by the Council.
2. The Council will provide the following kerbside waste collection service types:
  - Fortnightly collection of dry recyclables;
  - Fortnightly collection of organic waste; and
  - Weekly collection of residual domestic waste.
3. The kerbside waste collection service will be available to all properties within the City of Norwood Payneham & St Peters. Where a property consists of two (2) or more separately occupied tenancies, each tenancy is entitled to the service in its own right.
4. Residential properties (or tenancies) are entitled to one (1) service of each of the three (3) types. An additional service of each type is available to residential properties upon payment of a fee adopted by the Council.
5. Commercial properties (or tenancies) are entitled to one (1) service of each of the three (3) types. An additional service of each type is available to commercial properties upon payment of a fee adopted by the Council.
6. Other types of properties (or tenancies) are entitled to one (1) service of each of the three (3) types. An additional service of each type is available to these properties upon payment of a fee adopted by the Council.
7. The Council will supply each property (or tenancy) which is entitled to a service:
  - one (1) 240 litre yellow lid mobile garbage bin for dry recyclables;
  - one (1) 240 litre green lid mobile garbage bin for organic waste; and
  - one (1) 140 litre red lid mobile garbage bin for residual domestic waste.
 These bins will be supplied at no charge upon request to newly occupied properties (or tenancies) within the City where that property (or tenancy) has not previously had bins supplied.
8. Additional bins, where required for additional services, may be provided by the Council upon payment of a fee adopted by the Council. These bins will be required to be returned to the Council, should the property cease to require and pay for the additional service.
9. All mobile garbage bins supplied by the Council will be branded with the Council's logo and remain the property of the Council. Property owners or tenants will be required to leave the bins with the property when vacating the property.
10. The Council will replace lost or stolen bins where it can be established that the loss of the bin was outside the control of, and not due to the negligence of, the property owner or tenant. Council staff may require the property owner or tenant to report the loss to an appropriate authority or provide a Statutory Declaration regarding the circumstances surrounding the loss of the bin prior to it being replaced. In all other cases, the property owner or tenant will need to pay for the replacement of the bin.
11. The Council or its Waste Collection Service Provider, will repair or replace bins where the damage is due to:
  - fair wear and tear;
  - a manufacturing defect in the bin;
  - vandalism (outside the control of, and not due to the negligence of the property owner or tenant); or
  - the collection by a waste collection vehicle.

In all other cases, the property owner or tenant will need to pay for the repair or replacement of the bin. The property owner or tenant will be responsible for keeping bins clean and in a good state of repair.

12. Properties with multiple tenancies or occupiers, such as blocks of units, shopping centres and the like, will be encouraged to work together to make arrangements for sharing bins, especially where storage space within the property or space for the placement of bins on the kerbside, is restricted. Where agreement is reached, the Council may supply such properties with larger sized residual waste bins (i.e. 240 litre instead of 140 litre), subject to the total waste disposal capacity being no more than that to which the property would be otherwise eligible.

For the purposes of this Policy, the following definitions apply:

*"Additional services"* means additional collections provided to properties or tenancies which already receive the standard service to which they are entitled.

*"Dry recyclables"* means materials (excluding organics) which can be processed for further reuse, such as bottles, cans, paper, card and certain types of plastics. Specific types of materials which can be accepted may change from time to time and will be including in communications materials developed for the service.

*"Organics"* means garden waste such as tree prunings, lawn clippings, weeds, leaves, etc, which are capable of being mulched and composted, and food waste (if and when adopted).

*"Residual domestic waste"* means household waste (other than dry recyclables and organics) produced by normal domestic activity and is suitable for disposal to landfill.

*"Tenancy"* means a whole or part of a property which is separately tenanted through a formal lease or usage agreement. It also covers separately occupied units within a retirement village or aged care facility and dwellings within community and strata titled complexes.

## **REVIEW PROCESS**

The Council will review this Policy within 12 months of the adoption date of the Policy.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is Council's Manager, City Services, telephone 8360 9007.

## **ADOPTION OF THE POLICY**

This Policy was adopted by Performance Review Committee on 27 September 1999.

This Policy was reviewed by the Strategy & Policy Committee on 1 November 2004.

This Policy was reviewed by the Council on 6 September 2010.

## **TO BE REVIEWED**

By 6 September 2011.

# Attachment B

## Revised Waste Management Policy

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



South Australia  
**Better Practice Guide**  
**Waste Management**

for Residential and Mixed Use  
Developments

## Zero Waste SA

Zero Waste SA, established by the *Zero Waste SA Act 2004*, provides strategic policy advice and direction to government and stakeholders. It undertakes programs and projects that maximise waste reduction and promote recycling and sustainability. It engages with the community, business and government, building partnerships for change.

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Web: [www.zerowaste.sa.gov.au](http://www.zerowaste.sa.gov.au)

## Renewal SA

Renewal SA is charged with leading urban renewal activities on behalf of the Government of South Australia, including key priorities around affordable housing, renewal of social housing stock, and significantly contributing to achieving outcomes sought for urban development through the *30-Year Plan for Greater Adelaide*.

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## Property Council of Australia

Property Council of Australia is a leading advocate for Australia's property industry fostering a more informed, connected and professional property marketplace. It serves the interests of companies across all spheres of property investment activity as well as property developers and managers.

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## Acknowledgements

Zero Waste SA acknowledges the following organisations that have contributed to the development of this guide: Property Council of Australia, Renewal SA, Rawtec, Jensen Planning + Design, Local Government Association of South Australia, Waste Management Association of Australia, Department of Planning Transport and Infrastructure (Planning Division), Adelaide City Council, City of Charles Sturt, Planning Institute Australia and KESAB *environmental solutions*.

ISBN 978-1-921114-07-6

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## Foreword



We are pleased to present this guide for developers, project managers, planners, architects, facilities managers and the waste industry.

Developed in partnership with Zero Waste SA, Renewal SA and the Property Council, this guide is an important step towards encouraging good practice in managing waste in new residential and mixed use developments.

South Australia's increasing population and the way that people are choosing to live is increasing the need to plan for smarter growth, particularly in metropolitan Adelaide. Sustainable development, through a greater emphasis on infill growth, is an emerging trend in South Australia and has been presenting new challenges.

Residents and tenants expect efficient and convenient waste and recycling services as a minimum service. With space at a premium, innovative and efficient waste management systems need to be incorporated during the design of the development to ensure service needs can be met.

Well designed developments need to consider how wastes and recyclable materials flow from

within the property to a disposal point and through to where waste is collected. This guide provides valuable assistance in the design and operation of a waste management system for different types of development ranging from small townhouses to inner-city apartments and mixed use developments.

Affordable solutions to manage waste through functional and convenient systems will encourage greater recovery of resources and enhance the quality of life for the community.

By linking land use planning with best practice information for waste and recycling in new urban communities and mixed use developments we can achieve a clean, safe and attractive environment to live and work in.

We commend this publication for its practical guidance and expect it will become the authoritative resource for the property industry.



**Hon John Rau MP**  
Deputy Premier  
Minister for Planning  
Minister for Housing and Urban Development



**Hon Ian Hunter MLC**  
Minister for Sustainability, Environment and  
Conservation

## 1.1 Purpose

This Waste Management Better Practice Guide for Residential and Mixed Use Developments (the Guide) is intended to help organisations and businesses involved in planning and designing waste management systems for medium to high density and mixed use developments.

It is hoped that the Guide will be a reference for all the stakeholders in this field in South Australia, encouraging a performance based approach to design better Waste Management Systems (WMS).

The Guide presents design objectives, advice, and information to support better waste management outcomes. It is not prescriptive and it is not a design manual.

In particular, building designers/developers, property owners, business operators, local councils and State Government agencies may refer to the Guide when:

- providing advice on expected requirements for a WMS
- proposing or designing a WMS for a development
- commenting on or assessing an application for development approval.

## 1.2 Context

For the past decade South Australia has been a leader in waste management reform and resource recovery in Australia and is recognised as such internationally. South Australia is now more resource efficient, recovering and recycling more materials and reducing greenhouse gas emissions from landfill.

South Australia's successes have been solidly based on a source separation model. Waste is sorted into key waste streams (such as food organics, cardboard, paper and metals) by householders and businesses at their premises (at the source). This diverts useful materials away from landfill. Waste materials are then collected,

generally by councils or waste contractors, for recycling, energy recovery or disposal.

New developments in South Australia need to accommodate this source separation during design activities.

## 1.3 Changing urban form

More people in urban environments want to live and work near education, shops, entertainment, open space and public transport. Medium to high density and mixed use buildings are becoming a common feature in metropolitan Adelaide and in some regional centres. Conventional kerbside collection systems may be not be practical or cost-effective.

Poor or inadequate waste management can quickly reduce the appeal of a site and lead to ongoing problems. Developers can support the needs of future owners and tenants in order to increase the attractiveness of the development, contributing to positive market perceptions.

Setting agreed expectations of a well-designed and operated Waste Management System will:

- allow developers to meet requirements early in the design process and offer clarity to all parties
- promote waste minimisation, reuse and recycling
- define responsibility for waste transfer from the point of generation to centralised storage to point of removal
- contribute to the public realm as a safe and secure and attractive environment for pedestrian movement and social interaction.

## 1

## 1.4 Design objectives and outcomes

The following are a set of recommended design objectives. When setting an objective it is good to understand what outcomes will identify whether the objective has been met.

### Design Objective 1: Environmental Sustainability

#### Design outcomes

Developments have regard to the long term sustainability of the environment when:

- (a) resource recovery is maximised and waste to landfill is minimised
- (b) occupant waste and recycling service requirements are met satisfactorily
- (c) statutory obligations of any predicted waste streams are met.

### Design Objective 2: Effective Waste Resource Management

#### Design outcomes

Developments achieve effective waste resource management when:

- (a) occupants and building managers have functional and convenient separation and disposal of waste and recycling streams (including universal access)
- (b) trip generation and pedestrian travel distances to the point of disposal are minimised
- (c) flexibility in the system's capacity allows for changes in land use and/or generation rates
- (d) storage areas are convenient to primary pedestrian movements (main walking routes through the area)
- (e) collection zones are designed so that waste can be removed from the site safely and conveniently.

### Design Objective 3: Clean and Healthy Living Environments

#### Design outcomes

Developments protect and enhance the quality of life for the community when:

- (a) negative impacts on amenity for residents, neighbours and the public are minimised (visual, noise, traffic, odour, litter and illegal dumping potential)
- (b) waste disposal and collection is hygienic and safe.

### Design Objective 4: Affordability

#### Design outcomes

Developments provide affordable living and working, when:

- (a) up-front investment during construction is optimised
- (b) ongoing waste management is cost effective for residents and tenants.

**2.1 When to start**

The design of a new development’s Waste Management System should be considered early in the planning process along with other space, infrastructure and activity requirements.

**2.2 What constitutes a Waste Management System?**

A waste management system includes both the physical infrastructure and operational activities that control or connect how waste and recyclable materials flow through a development. This process includes the point of waste disposal by the tenant/ resident to the collection zone where waste is collected by a truck for off-site disposal or recovery (refer to Figure 2.1).

**2.3 The design stages**

Like other planning activities, a WMS is normally planned through a staged process until a final and satisfactory detailed design is achieved (Refer to Figure 2.2).

The design process typically involves regular review of design requirements or constraints, which may include ongoing consultation with stakeholders (Refer to Appendix A).

Outcomes from each design stage can be used to prepare a Waste Management Plan (WMP) that Planning Authorities may request (Refer to Section 7 and Appendix D).

Waste Management System		
Step	Operational Activity	Physical Infrastructure
Tenancy / Dwelling	Source separation into waste and recyclables by tenants or residents	Local storage bins or areas in dwelling or tenancies
↓		
Disposal Point	Disposal by tenants or residents into larger bins or waste chutes	Access routes, bins, chutes, disposal or storage rooms or areas, etc.
↓		
Aggregation and Storage	Storage and/or volume reduction in larger bins and/or using equipment	Bins, compactors, balers, storage rooms or areas
↓		
Bin Presentation	Relocation of storage bins or waste/ recycling to collection point or area	Access routes, lifts, trolleys, presentation rooms or areas
↓		
Collection	Collection or emptying of bins for disposal at external location	Collection vehicles, access roads, turning areas, loading areas

**Figure 2.1: Key steps, operational activities and associated physical infrastructure in a Waste Management System for a medium to high density residential or mixed use development**

## 2

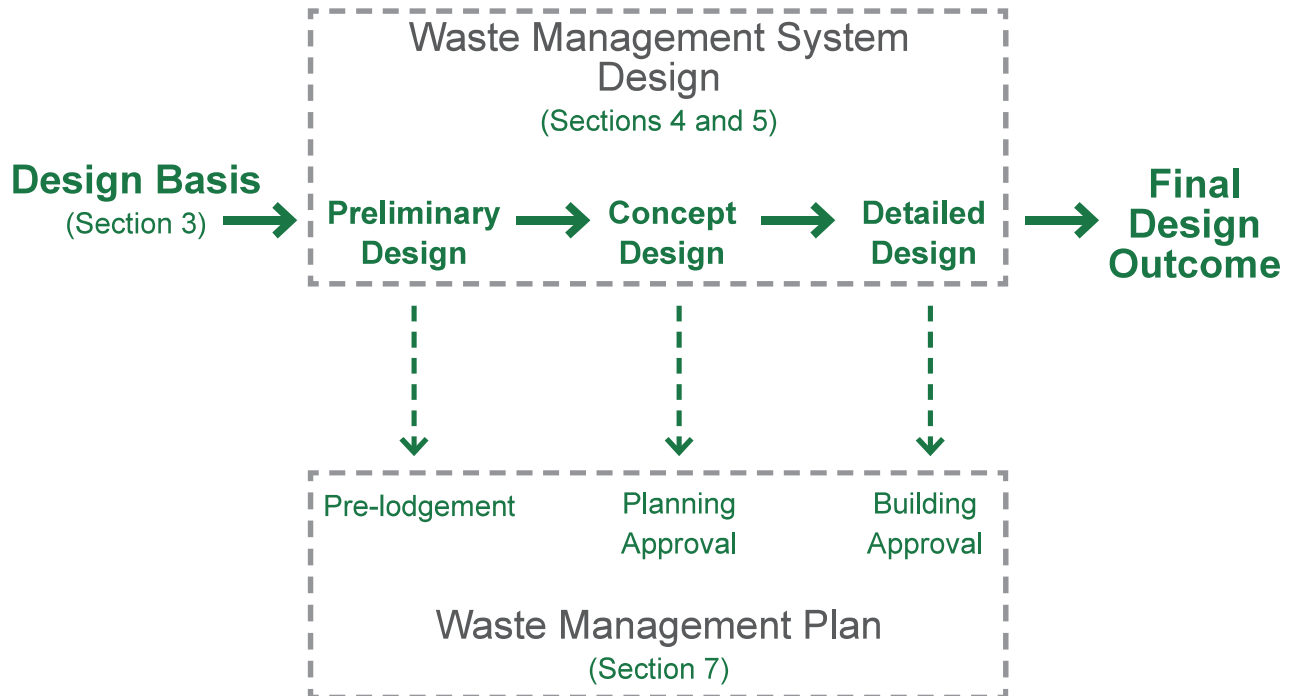


Figure 2.2: Staged design process for a Waste Management System

## 2.4 How can the Guide help?

The Guide offers advice that you can consider when you are planning, designing, analysing or approving the WMS for a particular development.

Section 3 asks you to consider how the site and the nature of the development will impact on the waste issues and therefore on the WMS design. It explains the three main system types (Simple, Intermediate and Complex) and how to choose which type you need.

Section 4 steers the design towards better practice and offers a series of clauses that can be used to improve, assess or to discuss the WMS design. It gives guidance appropriate to all developments.

Section 5 gives specific guidance on designing the selected type of system.

Section 6 focuses on how to review a design.

Section 7 gives advice on content for Waste Management Plans at different stages in a development's planning.

Sections 8 and 9 point you in the direction of more information and other advice.

Supporting information is provided in the Appendices.



*In the design of a WMS, it is important to consider:*

- *the development's built form and site circumstance*
- *the service level required by the development*
- *expected waste and recycling streams and expected volumes.*

Examples of important information typically needed for planning and designing a Waste Management System are provided in Appendix A, Table A.1)

### 3.1 Built form and site circumstance

Whether to choose a Simple, Intermediate or Complex WMS is based on a development's built form and the site circumstance. These types of systems are explained in Table 3.1. Further examples of how built form and site circumstance influence the design of a WMS are provided in Appendix B1.

### 3.2 Knowing the service level needed

Some developments need a range of waste services, so the design has to consider how many local disposal points will be needed and the size and number of storage areas, and what truck movements will be needed to manage the different predicted waste streams.

These requirements will depend on:

- expected waste and recycling streams and volumes (Section 3.4)
- requirements mandated by local councils or State Government (Appendix A, Table A.1)
- the type and scale of land use activity because
  - larger developments may support more recycling services than smaller developments
  - commercial tenants may demand additional recycling services
  - market requirements or demands from tenants/residents may want additional recycling services in premium developments
- other desired recycling services that achieve an environmental performance standard such as Green Star or NABERS.

Appendix B2 lists common service requirements and expectations according to the land use activity. The design may also need to consider which types of waste collection services are available in the area.

### 3.3 Selecting a Waste Management System

Table 3.1 indicates the type of system that may suit different types of development. Understanding general requirements is useful during preliminary planning and then a Waste Management Plan (Section 7) and performance based assessment is recommended to determine system compatibility more accurately.

### 3.4 Estimating waste and recycling streams and volumes

Knowing how much and what type of waste and recycling material is likely to be generated allows designers to estimate the type and number of bins and/or the area of hardstand needed. This will determine the space needed for waste and recycling storage areas and collection zones.

Waste Resource Generation Rates (WRGRs) for development land use activities help to identify expected volumes.

WRGRs can be found in published literature or reports and/or should be identified by consultation with local council and relevant State Government agencies.

Appendix C lists recommended WRGRs for South Australia together with a worked example.

A Waste System Calculator Tool to assist with the estimation of waste storage requirements can be downloaded from the Zero Waste SA website.



Table 3.1: Quick reference guide to align developments with Waste Management Systems

	Development Type		
	Type A: Simple	Type B: Intermediate	Type C: Complex
<b>Built Form</b>	Single dwellings, row houses, small townhouse development	Large townhouse development, low rise apartment complex, mixed use tenancies such as café and retail	Medium-high rise residential development, mixed use tenancies such as supermarkets, retail and restaurants
<b>Site Circumstances</b>	Frontage per dwelling adequate for bin presentation on kerb	Narrow access roads, limited frontage per dwelling	Narrow access roads, limited frontage per dwelling, no street parking for collection, on-property collection needed
<b>Typical Waste Management System</b>	<p>Use of 140, 240 and/or 360 litre bins</p> <p>Standard 3 bin system (waste, recycling and organics)</p> <p>Residents/tenants manage operation of waste system</p> <p>Bins are presented and collected on kerbside</p> <p>Side lifting collection vehicle used</p>	<p>Combination of 140, 240, 360, 660 and/or 1100 litre bins</p> <p>Manual handling systems without significant infrastructure</p> <p>Shared bin system using common bin storage areas</p> <p>Waste system may be managed by building management</p> <p>Additional and/or separate storage areas may be needed for hard waste, e-waste and difficult waste streams.</p> <p>Bin presentation for collection either:</p> <ul style="list-style-type: none"> <li>within a designated compound on the development site</li> <li>moved to the road at the time of collection</li> <li>moved to a previously designated collection zone</li> </ul> <p>Rear lift collection vehicle used</p>	<p>Highly site-specific design which may include high volume manual and automated handling systems including:</p> <ul style="list-style-type: none"> <li>Waste chutes for residents to dispose of waste and recyclables</li> <li>Compaction equipment to reduce waste volume and decrease storage area size and/or collection frequency</li> <li>Additional and separate storage areas for hard waste, e-waste items and difficult waste streams</li> </ul> <p>Larger capacity four wheel bins or bulk bins (660 L, 1100 L, 1.5 m<sup>3</sup> or 3 m<sup>3</sup>)</p> <p>Specialised waste collection equipment such as bin lifters, trolleys and/or other</p> <p>Bin presentation for collection within a designated compound on the development site</p> <p>Building management required to manage waste systems</p> <p>Rear lift and/or front-lift collection vehicles used</p>

*The design of waste management systems needs to be compatible with waste management practices and commercial recycling infrastructure in South Australia and must be compliant with the Building Code of Australia and all relevant Australian Standards.*

## How to meet objective 1: environmental sustainability

### Design outcomes

Developments have regard to the long term sustainability of the environment when:

- (a) resource recovery is maximised and waste to landfill is minimised
- (b) occupant service requirements are met satisfactorily
- (c) statutory obligations of any predicted waste streams are met.

Environmental sustainability

### 4.1 System design considerations

**4.1.1** Developments should have regular collection services for waste and recyclables.

**4.1.2** Systems should support occupants to meet SA State targets for levels of resource recovery.

**4.1.3** Design should provide adequate floor grading and drainage to sewer to prevent spillages entering stormwater systems.

## How to meet objective 2: effective waste resource management

### Design outcomes

Developments achieve effective waste resource management when:

- (a) occupants and building managers have functional and convenient separation and disposal of waste and recycling streams (including universal access)
- (b) trip generation and pedestrian travel distances to the point of disposal are minimised
- (c) flexibility in the system's capacity allows for changes in land use and/or generation rates
- (d) storage areas are convenient to primary pedestrian movements (main walking routes through the area)
- (e) collection zones are designed so that waste can be removed from the site safely and conveniently.

Effective waste resource management

### 4.2 System design considerations

**4.2.1** How the system will be managed should form part of the initial design. Waste Management Systems should support source separation of typical recyclable materials generated by residential and mixed use developments.

**4.2.2** Resource recovery systems, including storage areas, should be flexible to allow for likely future mixes of land uses and adaptation and reuse of buildings.

**4.2.3** Systems and supporting infrastructure should:

- (a) be designed to store and handle the estimated waste of future building occupants safely, efficiently and conveniently
- (b) incorporate conveniently located access

## 4

points for waste disposal, such as a separate room or storage area

(c) need minimal maintenance and be easy to clean

(d) minimise potential for noise disturbance to occupants, and

(e) allow adequate access to install, maintain and/or repair equipment.

**4.2.4** Selecting the type and size of bins should be based on:

(a) estimated waste and recycling volumes calculated on a per capita or per floor area basis

(b) both design and expected occupancy of all premises in the development

(c) the desired waste collection frequency

(d) available waste collection services and vehicles for the location

(e) clearances and floor surfaces to allow safe movement of bins along the system's transfer pathways.

**4.2.5** Filed bylaws for community/strata title developments should set out management responsibilities for the waste and recycling system on a property.

### 4.3 Operational considerations

How parties will understand and use the system is a key consideration for a WMS.

**4.3.1** Colour designations for all supporting infrastructure including bin lids, chute openings and labelling should align with Australian Standards AS4123.7-2006 mobile waste containers. Colours and markings are:

Resource Type	Body	Lid
Waste to Landfill	Dark Green or Black	Red
Dry Comingled Recyclables for Recycling	Dark Green or Black	Yellow
Green Organics for Composting (including food organics)	Dark Green or Black	Lime Green
Paper/Cardboard	Dark Green or Black	Blue

**4.3.2** All parties using the system need to understand who is responsible for owning and safely managing the WMS and for delivering waste and recycling collection services. Responsibilities should be outlined in an Operations and Maintenance manual and in the resident/tenant's handbook.

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#### 4.4 Local storage (in dwelling tenancy)

All dwellings/tenancies should have adequate space for storage of waste and recyclables to minimise trip generation to the disposal point.

**4.4.1** For commercial tenancies local storage of waste and recyclables should:

- (a) allow access by cleaners, building management and/or waste contractors
- (b) suit the type of premises, the material generated and the cleaning/collection needs and may include
  - in tenancy utility or bin stations/positions
  - in tenancy room or rooms in the building, and/or
  - on-property external (outside) areas.

**4.4.2** For residential dwellings the system should:

- (a) Make adequate provision for a kitchen (waste and recycling) bin station that provides a general waste bin (at least 20 L), a co-mingled recycling receptacle (at least 30 L) and a food organics receptacle (at least 10 L).



**Figure 4.1: Elements of a kitchen waste bin station**

#### 4.5 Transfer pathways design

Developments should allow the safe movement of separated materials from private areas into and through common property areas to the bin storage area and collection zone.

**4.5.1** To minimise risks to persons and property, the bin storage area should be located at ground level.

**4.5.2** Transfer pathways from the dwelling/tenancy to the local disposal point should ensure dignified access and use of the bins by people with a disability.

**4.5.3** Common disposal points should:

- (a) be conveniently and equitably accessible for users and waste collection staff
- (b) be no more than 30 metres from front door to disposal point
- (c) minimise carting of bins to the collection point
- (d) provide appropriately paved and graded transfer routes to avoid water pooling from rain or irrigation.

**4.5.4** Transfer routes from the bin storage area to the collection zone should be free of obstructions and steps, at least 1.25 m wide, have a slope of no more than 1:10 and not pass through living areas of any dwelling. This is to allow all residents/tenants, including the aged or persons with limited mobility impairment, to cart the bins easily and safely.

**4.5.5** Moving bins safely and conveniently to a collection zone may need vertical lifting equipment, a power trolley or other equipment.

## 4.6 Bin storage area design

Bin storage areas need to be appropriately sized, designed and located to support consolidation of dwelling/tenancy waste into larger storage bins before collection.

**4.6.1** Bin storage areas and access, including lifting waste bin lids, should be convenient for waste disposal and maintenance.

**4.6.2** Designers should consider providing a secure bin storage area to prevent interference with the bins and equipment by the general public.

**4.6.3** Sufficient space should be provided for any equipment needed to handle or manage estimated waste and recycling between collections.

**4.6.4** The location of the bin storage area should balance the aesthetic needs of residents/tenants with the functional requirements of the waste management service provider.

**4.6.5** The designated bin storage area should be external to living areas, either assigned to dwellings or tenancies and located within the property boundaries or in a designated part or areas of the Common Property.

**4.6.6** Storage areas should be sized to store, in separate containers, the volume of waste and recycling likely to be generated between collections and minimise potential for waste to spread outside the designated area. (Refer to Figure 4.2)

## 4.7 Collection zone location

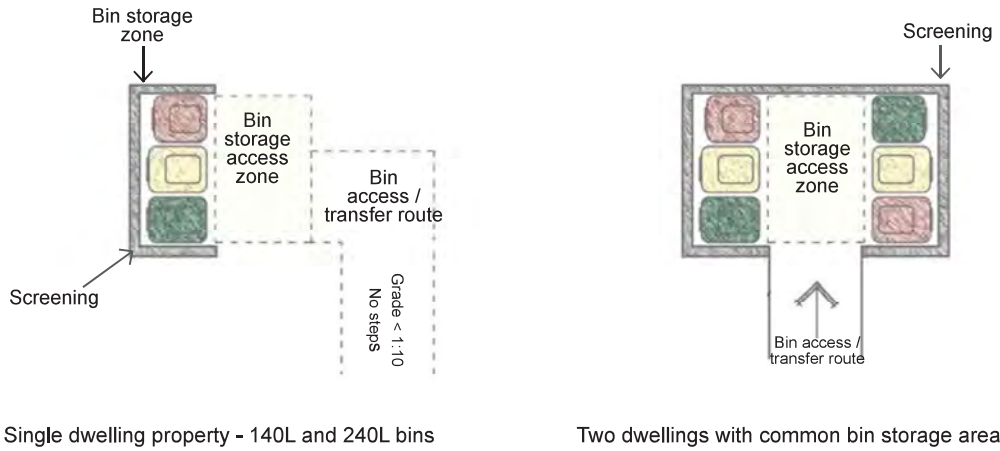
Collection zones may be on the property or on the street (kerbside or roadway). The following guidelines will facilitate the transfer of waste from the storage area to the collection zone.

**4.7.1** Design for on street collection zones should consider:

- (a) local council and planning requirements
- (b) the balance of collection needs with aesthetics and public realm needs
- (c) existing and potential traffic controls
- (d) possible disruptions to local pedestrian and vehicle movements
- (e) possible impact upon noise sensitive adjacent land uses
- (f) that carting distance from bin storage area to collection zone (where a rear-lifting truck would pick up the bin) does not exceed 15m
- (g) adequate street access for the waste collection vehicle.

**4.7.2** Design for on-property collection should ensure:

- (a) access for trucks to enter and exit the property in a forward gear (refer Figure 4.3)
- (b) the need for reversing is minimised
- (c) that interference with pedestrian or vehicular movements is minimised
- (d) adequate design of pavement or roadway on-property to support collection vehicles
- (e) adequate clearance and lifting heights for bin servicing
- (f) suitable positioning and collection times to minimise adverse impacts on the amenity for residents, neighbours and the public arising from noise or odour associated with bin collection.



Single dwelling property - 140L and 240L bins

Two dwellings with common bin storage area

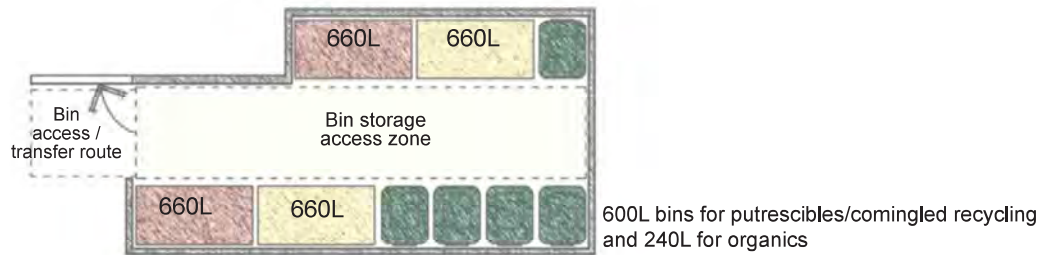


Figure 4.2: Examples of potential arrangements and dimensions for bin storage areas.

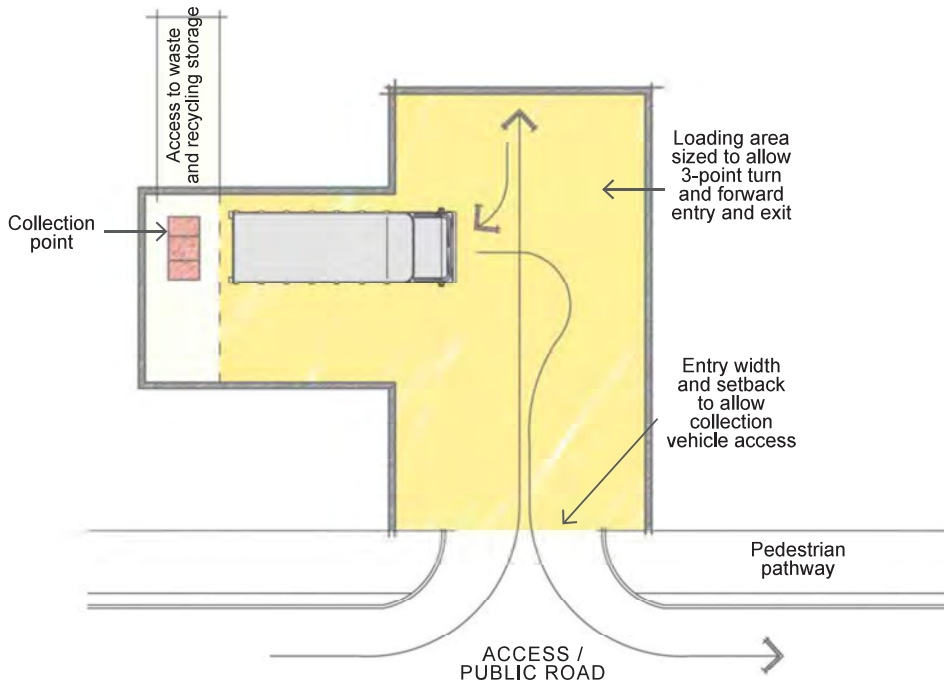


Figure 4.3: Example where reversing has been minimised for on-property collection.

This example illustrates that design of these areas need to provide adequate space to allow entry, exit and manoeuvring of the collection vehicle, and also ensure proper clearances at entry/exit point and in the loading area.



## How to meet objective 3: clean and healthy living environment

### Design outcomes

Developments protect and enhance the quality of life for the community when:

- (a) negative impacts on amenity for residents, neighbours and the public are minimised (visual, noise, traffic, odour, litter and illegal dumping potential)
- (b) waste disposal and collection is hygienic and safe.

## 4.8 Designing for safety and amenity

Effective waste management systems protect and enhance the quality of life for the community.

### 4.8.1 Storage area design should:

- (a) comply with the Building Code of Australia and all relevant Australian Standards
- (b) prevent and mitigate fire risks
- (c) prevent entrapment areas for residents/tenants, staff and visitors.

### 4.8.2 For health reasons, the design should:

- (a) minimise potential for and/or mitigate odour and noise nuisances
- (b) consider and preserve visual amenity for residents/tenants, neighbours and the public
- (c) prevent waste spreading beyond the defined location
- (d) specify washable surfaces and drainage systems that support periodic cleaning
- (e) provide adequate ventilation, particularly if indoors or near windows or balconies.

### 4.8.3 For safety and security reasons, storage area design should:

- (a) make provision for safe handling and transporting of waste
- (b) prevent interference with bins and equipment
- (c) include a separate adequately sized service lift if storage areas are on higher levels.

### 4.8.4 Waste collection timing and frequency should minimise traffic and noise impact on residents, neighbours and the public.

### 4.8.5 Storage areas should be monitored to ensure residents/tenants are storing waste safely and that no risk to safety or access is caused.

### 4.8.6 Storage areas should be cleaned regularly to minimise odour, pests and nuisances and preserve visual amenity.

## 4

## How to meet objective 4: affordability

### Design outcomes

Developments provide affordable living and working, when:

- (a) up-front investment during construction is optimised
- (b) waste management is cost effective for residents and/or tenants.

### 4.9 Designing Waste Management Systems affordably

A good WMS can be affordably designed and operated by balancing all of the design elements with the built form and the site considerations.

**4.9.1** Up-front investment should be balanced against ongoing operational and maintenance costs to optimise the infrastructure needed while minimising service costs for residents/tenants.

**4.9.2** Design should aim to optimise the number of service collections needed for the expected quantities.



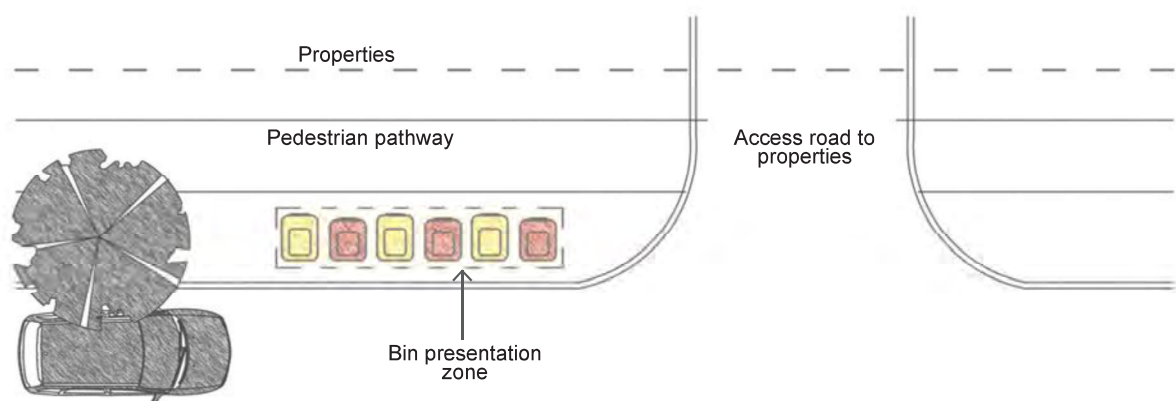
The advice in this section is a supplement to the general guidelines in Section 4. It offers specific advice on designing the type of system (Simple, Intermediate and Complex). An explanation of these is provided in Table 3.1.

## 5.1 Simple Waste Management Systems

**5.1.1** The kerbside area in front of a development must be able to accommodate the bins that are presented and allow the bins to be safely accessed and picked up by the collection vehicle.

**5.1.2** The presentation zone in the frontage of a development should:

- (a) retain a 1.5 m wide (min.) pedestrian path in front of property whilst providing a kerbside verge area that can accommodate a bin presentation zone for each dwelling
- (b) ensure that the zone is satisfactorily offset from trees, street furniture, tree canopies, and other items
- (c) ensure that on-street parking arrangements do not restrict access by a side loading collection vehicle.



**Figure 5.1: Example of an acceptable presentation zone at front of properties for collection of 140/240/360 L bins by side-loading waste collection trucks.**

## 5

## 5.2 Intermediate and complex Waste Management Systems

**5.2.1** Provision should be made for the storage and periodic collection of hard waste, e-waste and other difficult waste streams.

For illustrated examples of a Waste Management System for a townhouse development and office and retail premises see Figures 5.2 and 5.3.

Environmental  
sustainability

**5.2.2** When locating local disposal points, priority should be given to the convenient disposal of recycled materials. This may involve recycling stations and food organics bins in or adjoining entry foyers, near lifts or at pedestrian entry points to car parks.

**5.2.3** Where a rear-lifting waste collection vehicle will collect the material, designers should liaise with the local council on vehicle specifications and access requirements.

**5.2.4** Shared bin storage areas should meet requirements for larger capacity four wheel bins, including positioning, set-back, access, noise suppression, and screening.

**5.2.5** Where the bin storage area and collection zone are separated by a change in floor/ground levels, the system should:

- (a) provide for manual carting or, if required, mechanical assisted carting
- (b) restrict the size and weight of bins to ensure safe operation and handling
- (c) ensure the egress route is clearly marked and free of obstructions
- (d) avoid kerbs or provide ramps of an adequate width, non-slip surface and gradient ( $\leq 1:10$ )
- (e) ensure service-lifts or mechanised lifting platforms are of an adequate size and load capacity.

**5.2.6** Where using mechanically assisted carting due to change in floor/ground level

- (a) the lifting equipment or trolley should be appropriately sized and designed to manoeuvre within the access areas and lift the bins, and
- (b) a secure storage area for lifting equipment or trolley should be provided to prevent theft or damage by third parties.

Effective waste  
resource management

## 5

**5.2.7** Storage areas should be secure, well illuminated, visually permeable and enable passive surveillance.

**5.2.8** Common bin storage areas should be monitored to ensure residents are meeting building fire safety requirements.

**5.2.9** Storage areas should be kept tidy and must not obstruct passages and fire exits.

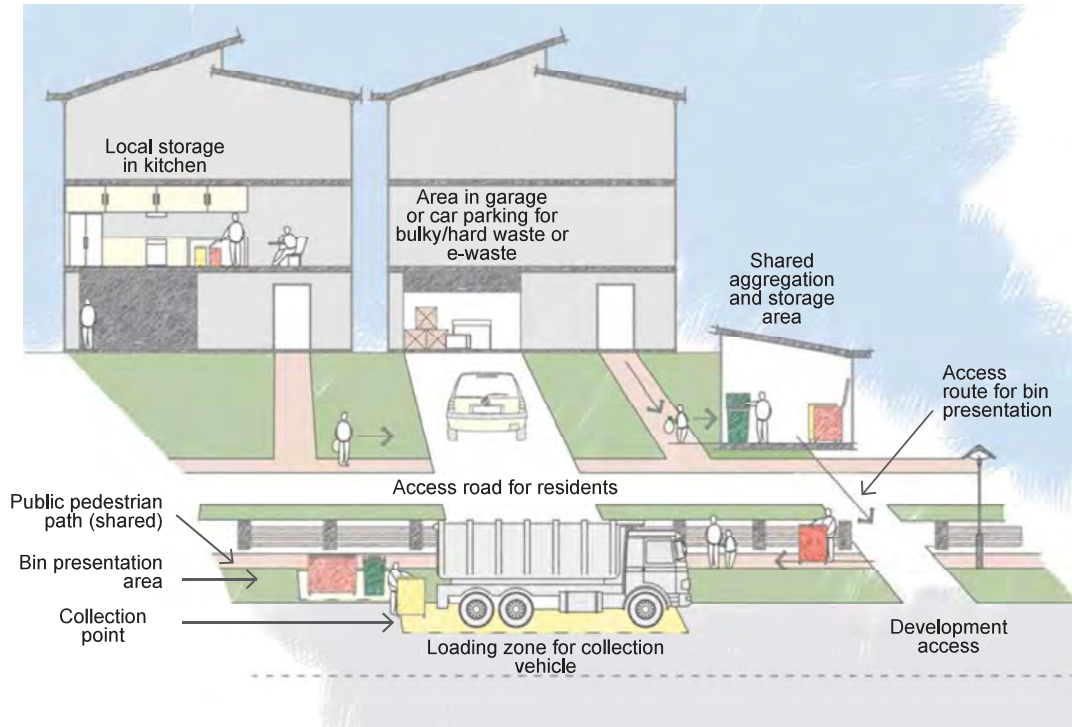
**5.2.10** Periodic risk assessments should be undertaken by the Property Manager to ensure safe storage and handling of waste resources.

Clean and healthy  
living environment

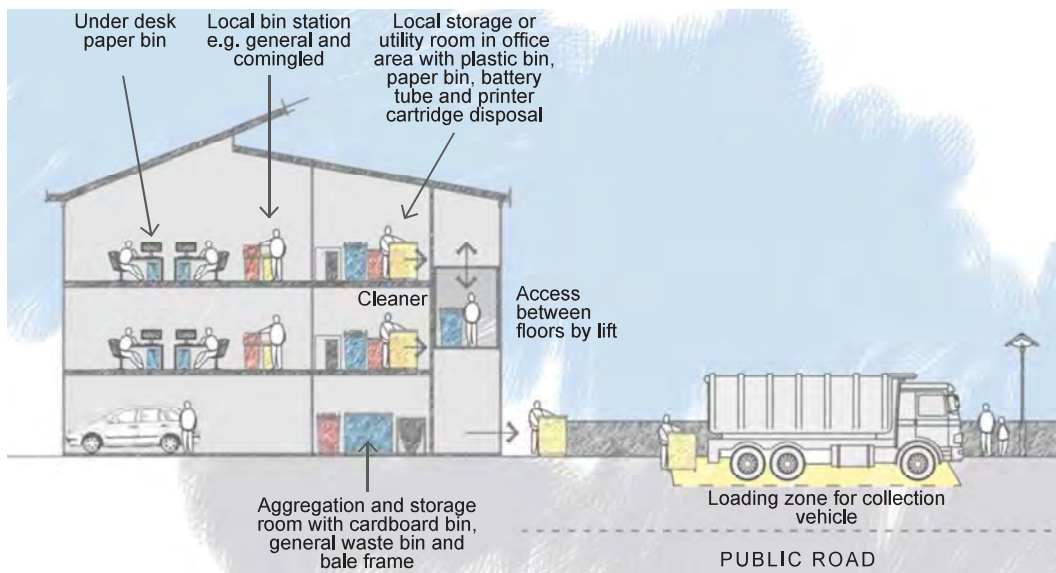
**5.2.11** Effective building management systems should aim to optimise administration and maintenance activities and costs

Affordability

5



**Figure 5.2: Example of on street collection zone for townhouse development.** This Waste Management System includes local waste storage (in dwelling), an external shared storage area containing bulk bins and mobile garbage bins and presentation of bins on kerb for collection using a dedicated loading zone. This Waste Management System also includes separate storage area for hard waste.



**Figure 5.3: Example layout of Waste Management System for offices and retail premises in mixed use development.** Waste Management System includes local waste storage in tenancies, 'pull-in pull-out' collection service by waste contractors using lifts, collection vehicle access using slipway adjacent development. The Waste Management System also includes shared cardboard bin and hard waste collection area in the basement, accessible using service lifts by tenants and lift platform by waste contractors.

## 5

### 5.3 Complex Waste Management Systems

This additional advice is specific to Complex WMS and should be read with Section 4 and Section 5.2.

For an example of a Waste Management System for a multi level apartment see figures 5.4 and 5.5.

**5.3.1** Recyclable wastes such as newspaper, cardboard, plastics, glass and metals could be separated for individual collection. Single stream collections may be more cost effective as these recyclables can be cheaper to collect and will reduce the volume of a more costly co-mingled dry recyclable collection.

**5.3.2** Development should consider chutes, compactors, carousels and similar infrastructure solutions to:

- (a) reduce the volume, allowing less frequent collections and lower collection costs
- (b) reduce time required to manage the WMS, reducing operational costs
- (c) increase ease of participation, recycling opportunities and maintenance
- (d) minimise system footprint improve aesthetics and amenity
- (e) improve safety.

**5.3.3** Waste chutes should:

- (a) be designed with specialised field and expert input from equipment suppliers and building engineers
- (b) be suitable for disposal of non-bulky waste and recycling materials where breakage is not a concern
- (c) be located generally near the existing building core
- (d) minimise potential for blockages
- (e) consider contingency measures in the case of a blockage and access for cleaning and inspection
- (f) consider ongoing maintenance.

**5.3.4** Installation of chutes require:

- (a) ventilation shafts to the top of the chute creating a slight vacuum to minimise odour problems at the local disposal point
- (b) water/cleaning solution spray points
- (c) fire-rated ducts with suitable clearances allowed from walls
- (d) consideration of acoustic insulation in duct walls
- (e) consideration to additional space for chute re-alignment above exit points in the aggregation and/or storage area.

## 5

**5.3.5** Compaction/aggregation equipment design should:

- (a) involve specialised field and expert input from equipment suppliers and building engineers
- (b) include additional space as required for the equipment
- (c) consider additional vertical clearances (generally greater than or equal to 4 m) to accommodate height and/or associated equipment installation
- (d) incorporate power and water supply needs
- (e) allow access for installation, repair and maintenance
- (f) allow for additional floor loadings or support frames for suspended equipment
- (g) select and design equipment to suit the capabilities of the intended users (resident, cleaner, building manager, other).

**5.3.6** Designing for direct collection from an on site bin storage area should allow:

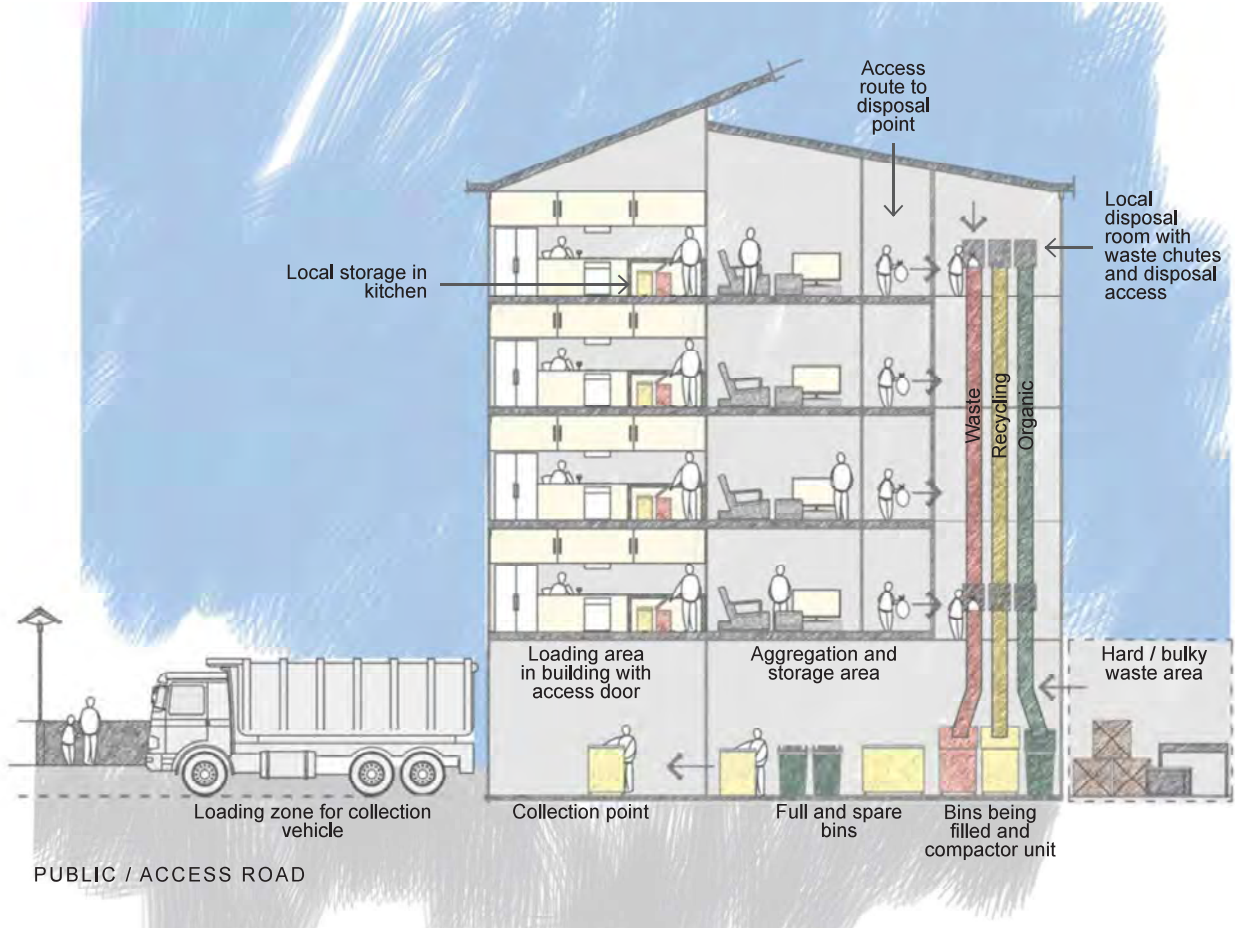
- (a) adequate vertical clearance for a truck to traverse the site to and from the bin storage area
- (b) space allowance to manoeuvre the vehicle into position with limited need to reverse
- (c) space allowances to minimise any potential risk of damage to the building or other property

**5.3.7** Consideration should be given to:

- (a) a minimum vertical clearance greater than or equal to 4m wherever the collection truck will move on the site including collection zone, manoeuvring areas and ramps
- (b) the capabilities of the waste collection vehicle on ramps, and
- (c) the load capacity of the surfaces on which the truck will move.



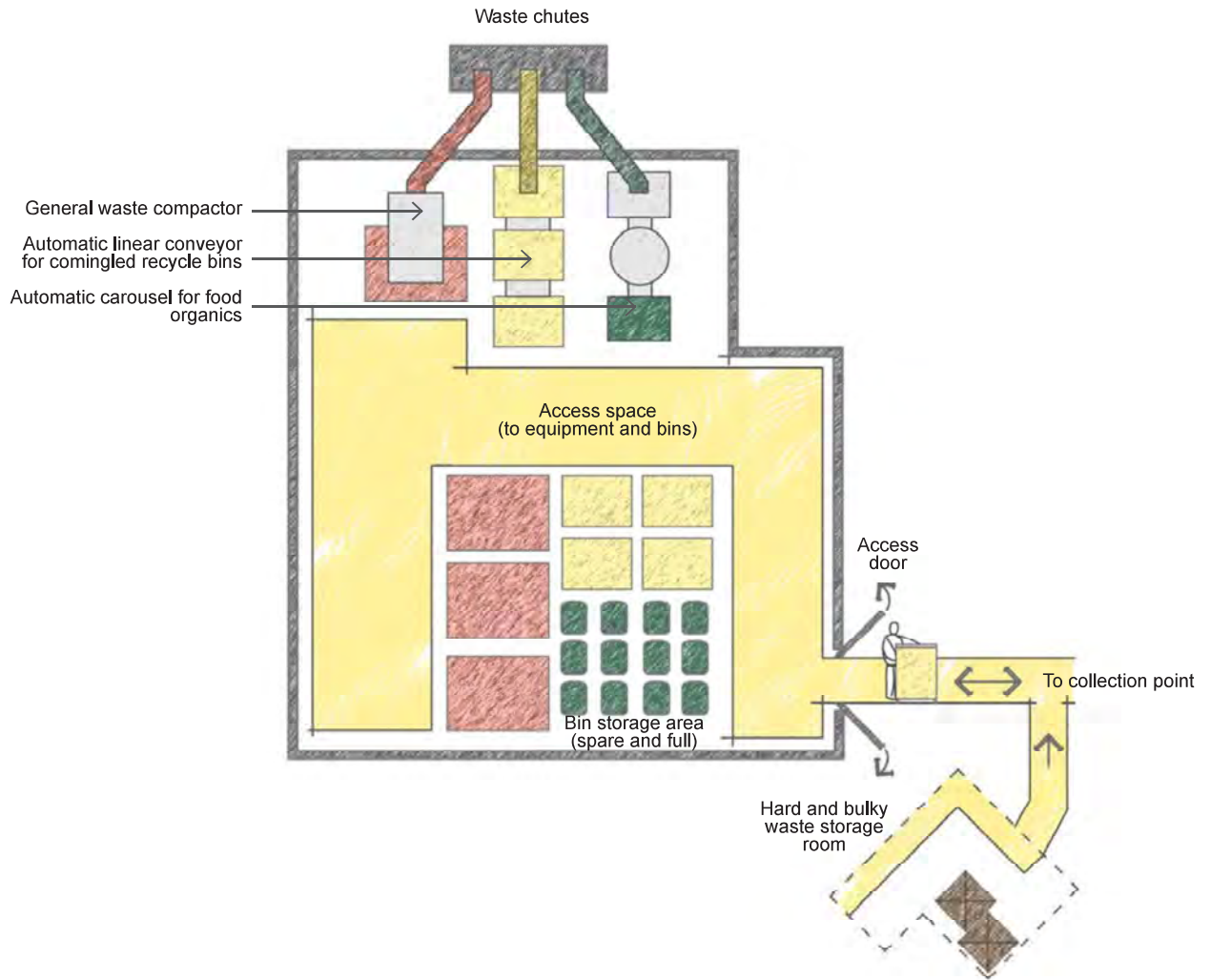
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Effective waste resource management

**Figure 5.4: Example Waste Management System in a multi-level apartment building.** WMS includes local storage in kitchens, local disposal rooms on each level for waste and recycling disposal through waste chutes, a waste storage room with compactors and bulk bins for aggregation and centralised storage, ‘pull-in pull-out’ collection service by waste contractor, on site collection vehicle access and parking, plus separate hard waste collection storage area for residents.

5



**Figure 5.5: Example layout for storage area where waste chutes are used in a multi-level building.** This area includes space for a compactor for general waste, a linear bin conveyor for comingled recycling, and bin carousel for food organics. A separate room is also provided as a hard stand area for cardboard, hard waste, e-waste and difficult waste streams.



*As with any other design process, a full design review is needed at each design phase before approval.*

Key areas for the review are presented in Table 6.1.

Planning authorities may also use similar or more detailed checklists for reviewing and approving a proposed WMS design. The design review may

involve consultation with stakeholders to confirm that design of the WMS is appropriate and suitable. It may also lead to revision or refinement of the WMS design.

**Table 6.1: Design review checklist**

Step	Stage	
<b>Planning</b>		
<b>Stakeholder consultation</b>	Undertaken and documented stakeholder consultation (Appendix A)	<input type="checkbox"/>
<b>Design objectives/outcomes</b>	Understood design objectives and outcomes (Section 1.4)	<input type="checkbox"/>
<b>Built form and site circumstance</b>	Identified development built form and site circumstance (Section 3.1)	<input type="checkbox"/>
<b>Waste and recycling services</b>	Identified waste and recycling services required for residents and/or tenants and relevant land use activities (Section 3.2)	<input type="checkbox"/>
<b>WMS design selection</b>	Selected Simple, Intermediate or Complex WMS type (Section 3.3)	<input type="checkbox"/>
<b>Waste and recycling volumes</b>	Estimated and justified waste and recycling volumes (Section 3.4 and Appendix C)	<input type="checkbox"/>
<b>WMS design advice</b>	Read and understood design advice based on WMS design selection (Section 5)	<input type="checkbox"/>
<b>Service collection providers</b>	Identified and matched service collection providers to the above volumes and service requirements (Appendix A)	<input type="checkbox"/>
<b>Concept and/or Preliminary Design of Waste Management System</b>		
<b>Systems and supporting infrastructure</b>	Systems and supporting infrastructure considers design advice (Sections 4 and 5)	<input type="checkbox"/>
<b>Local storage (in dwelling / tenancies)</b>	Local storage (in dwelling/tenancies) considers design advice (Sections 4 and 5)	<input type="checkbox"/>
<b>Storage areas</b>	Storage areas considers design advice (Sections 4 and 5)	<input type="checkbox"/>
<b>Transfer pathways</b>	Transfer pathways considers design advice (Sections 4 and 5)	<input type="checkbox"/>
<b>Collection zone</b>	Collection zones considers design advice (Sections 4 and 5)	<input type="checkbox"/>

## 6

Step	Stage	
<b>Review of Waste Management System Design against Objectives and Outcomes</b>		
<b>Objective 1: environmental sustainability</b>	Reviewed WMS design against Objective 1 and design outcomes	<input type="checkbox"/>
<b>Objective 2: effective waste resource management</b>	Reviewed WMS design against Objective 2 and design outcomes	<input type="checkbox"/>
<b>Objective 3: clean and healthy living environments</b>	Reviewed WMS design against Objective 3 and design outcomes	<input type="checkbox"/>
<b>Objective 4: affordability</b>	Reviewed WMS design against Objective 4 and design outcomes	<input type="checkbox"/>
<b>Detailed Design of Waste Management Systems</b>		
<b>Design and construction</b>	Detailed technical specifications and drawings prepared and complete	<input type="checkbox"/>
<b>Waste service procurement plan</b>	Service providers identified and service procurement plan developed	<input type="checkbox"/>
<b>Operations and maintenance manual</b>	Draft frameworks or documents provided and acceptable	<input type="checkbox"/>
<b>Tenant/resident guide</b>	Draft frameworks or documents provided and acceptable	<input type="checkbox"/>

*A Waste Management Plan (WMP) is normally required by the Planning Authority at each stage of the development planning process.*

The size and content of a WMP varies depending on the type of development and the Planning Authority's requirements.

Table 7.1 outlines typical content in a WMP at the different stages of planning. More detail is presented in Appendix D.

**Table 7.1: Content of WMP typically expected at different stages of the development planning process**

Development Planning Stage	Expected Waste Management Plan Content
<b>Pre-lodgement/ preliminary (if applicable)</b>	<p>Development details, including a description of the development and occupancy data</p> <p>Preliminary design of a WMS including:</p> <ul style="list-style-type: none"> <li>• waste and recycling service(s) to be provided and how this will achieve market needs</li> <li>• waste and recycling service provider</li> <li>• waste and recycling system sizing</li> <li>• design assumptions or specifications for local storage, transfer pathways, bin storage location and collection zones</li> <li>• proposed WMS equipment and infrastructure</li> <li>• preliminary assessments of traffic, noise odour, amenity, etc.</li> </ul> <p>Relevant preliminary building plans</p> <p>Proposed operational management arrangements and plan for WMS</p> <p>Stakeholder consultation undertaken (Appendix A, Figure A.1)</p>
<b>Planning consent</b>	All of above but to concept design level with finalisation of proposed WMS concept design plus completion of associated assessments
<b>Building consent</b>	<p>All of above updated and cross-referencing the:</p> <ul style="list-style-type: none"> <li>• detailed design and/or construction specifications for WMS</li> <li>• WMS service procurement plan</li> <li>• WMS operations and maintenance plan</li> <li>• tenant/resident guide for WMS</li> </ul>

## 8.1 Publications

Adelaide City Council 2013, Adelaide City Council Design Guide for Residential Waste Resource Recovery, SA

British Standard (BS) 1703:2005 Refuse chutes and hoppers

British Standard (BS) 5906:2005 Waste management in buildings

City of Charles Sturt 2010, City of Charles Sturt Residential Waste and Recycling Guidelines for New Developments, SA

Department of Environment and Climate Change NSW 2008 NSW Better Practice Guide for Waste Management in Multi-unit Dwellings, NSW

Council of the City of Sydney (nd), Sydney City Council Policy for Waste Minimisation in New Developments, NSW

Sustainability Victoria 2010, Victorian Draft Best Practice Guide for Waste Management in Multi-unit Developments, VIC

Facilities Management Association of Australia 2012, Facilities Management Good Practice Guide, Multi Unit Residential

## 8

## 8.2 Contacts

There is help available to interpret information in this guide. Other resource materials are available. The following organisations can help and can also refer you to appropriate waste management advisors.

Local councils	<a href="http://www.lga.sa.gov.au/">www.lga.sa.gov.au/</a>
Zero Waste SA	<a href="http://www.zerowaste.sa.gov.au/">www.zerowaste.sa.gov.au/</a>
Local Government Association – South Australia (LGS-SA)	<a href="http://www.lga.sa.gov.au/">www.lga.sa.gov.au/</a>
Waste Management Association of Australia (WMAA) – SA/NT Branch	<a href="http://www.wmaa.asn.au/">www.wmaa.asn.au/</a>
Property Council of Australia – SA Division	<a href="http://www.propertyoz.com.au/SA/Division/">www.propertyoz.com.au/SA/Division/</a>
South Australian Government Department of Planning, Transport and Infrastructure (DPTI)	<a href="http://www.dpti.sa.gov.au/">www.dpti.sa.gov.au/</a>

## 9 References

Adelaide City Council 2013, Design Guide for Residential Recycling, SA

City of Charles Sturt 2010, Residential Waste and Recycling Guidelines for New Developments, SA

Council of the City of Sydney (nd), Policy for Waste Minimisation in New Developments, NSW

Department of Environment and Climate Change NSW June 2008, Better Practice Guide for Waste Management in Multi-Unit Dwellings. Sydney South, NSW

Sustainability Victoria 2010, Guide to Best Practice for Waste Management in Multi-unit Developments, VIC

Zero Waste SA 2014, Review of Waste Resource Generation Rates, SA

Stakeholder consultation is needed to clarify design requirements and constraints. This consultation may need to include a number of stakeholders (Table A.1) and collection of a range of data (Table A.2).

Consultation may include:

- Site-specific conditions and/or requirements for waste management (local collection services, vehicular access, bin presentation areas and more)
- Regulatory/development requirements (mandated waste collection requirements, noise limits, building standards, road standards)
- Market requirements and relevant standards for waste and recycling services (such as tenant service expectations, and building environmental performance requirements).

**Table A.1: Stakeholders in planning and designing a Waste Management System**

<b>The Proponent</b>	<b>Local Government or Council</b>	<b>State Government</b>
Developer(s) Project manager Architects Planners Building engineers Waste design experts or consultants Marketing and/or real estate consultants	Planning and/or development Waste management Traffic and/or roads Public infrastructure	Environmental protection Development and/or planning Other relevant development planning statutory referral agencies
	<b>Future owner / occupier</b>	<b>Service provider(s)</b>
	Building owner Residents Commercial tenants Facility managers	Council(s) Private contractors

**Table A.2: Examples of important information typically needed for planning and designing a Waste Management System**

<b>Site Conditions and/or Circumstances</b>
Development site location, size and plan/footprint
Proposed development built form and concept layout plan
Number, size and type of residential dwellings or commercial tenancies
Number of car parks and associated access requirements and locations of these areas
Proposed provision for waste management, including storage area and collection zones
Proposed site access for waste collection, including suitability of public roads and onsite access
Existing/past waste management services provided/available to site (if any)
Integration with other building service requirements (access lifts, service access, power and so on)
Responsibility for management and operation of the WMS such as cleaners, building manager, tenants
<b>Regulatory/Development Requirements</b>
Minimum requirements for waste collection (3-streams plus hard waste, e-waste and difficult waste), including performance benchmarks if applicable
Bans on landfill prohibited materials in waste collection (South Australian Government <i>Environment Protection (Waste-to-Resources) Policy 2010</i> )
Requirements of relevant council development plan
Requirements of Building Code of Australia
Requirements of South Australian Government <i>Public and Environmental Health (General) Regulations 2006</i>
Limits on site access for waste collection
Design requirements for waste system design (considering waste generation rates)
Building requirements for waste management
Noise, aesthetic or other environmental requirements
Public road suitability and/or traffic requirements
Social/community requirements (mobility impaired, public waste bins, service cost to tenants/residents)
Information requirements for WMS or in WMP during development planning approval process
<b>Market Requirements and Relevant Standards</b>
Resident/tenant expectations for WMS (features, facilities, costs, access)
Build cost requirement or limitations
Voluntary environmental performance ratings, such as NABERS or Green Star
Standards for bin colours (AS 4123.7—2008: Mobile waste containers)



## B1 Built form and site circumstance

Tables B.1 and B.2 give common examples of how built form characteristics or site circumstances influence WMS design. Refer to Appendix E Case Study 2 to see how such issues influenced the WMS design for a high-density development at Whitmore Square, Adelaide.

**Table B.1: Potential Waste Management System design outcome and/or consequence resulting from built form characteristic**

Built form Characteristic	Potential Design Outcome/Consequence
High-density development with no separate garage for dwellings or outside space for storage	Communal storage with separate common storage for hard waste, e-waste and difficult waste may be required on the site.
Multi-level ( $\geq 4$ levels) residential building with more than one apartment on each level	Waste chutes with separate disposal room on each level may be considered for tenant disposal point.
Multi-level ( $\geq 4$ levels) residential building with $\geq 20$ dwellings	Consider compaction of waste to minimise waste storage space needed and collection frequency.
Townhouse development with off-street townhouse and limited site frontage	Communal waste storage area with larger bins located on site could be needed to avoid excess bins on road verge or street.
Row cottages	Frontage (for each dwelling) may not be adequate for kerb-side presentation and collection.
Small development site ( $\leq 100$ m <sup>2</sup> )	On site vehicular access for collection may not be feasible, street collection with 'pull-in pull-out' service may be needed.
Mixed use development	Separate waste disposal, storage and collection services for tenants could be needed. Bins and equipment will be different from those for residential collection and separate access arrangements might be required.
Type of commercial development	Supermarkets and cafes generate more substantial waste volumes per unit area than most other commercial developments, which may influence space and equipment required for WMS. This could include large volumes of food waste.

## B

**Table B.2: Potential Waste Management System design outcome and/or consequence resulting from site circumstance**

Site Development/Circumstance	Design Outcome/Consequence
Narrow access roads	Narrow roads may dictate the type of waste vehicle able to access the site to collect waste. This will determine the types of bins that will be used onsite and their associated equipment. Roads may need to be widened and upgraded to enable collection vehicle access and/or on site collection may be required.
On site waste collection proposed or needed	Depending on the configuration of the site, this may require a slipway or separate access at ground-level or basement access with enough space to allow vehicle to enter, park, turn-around, and exit.
Close proximity of WMS and/or associated access to residents/tenants or neighbours	Assessment and design to minimise or avoid noise, aesthetic and traffic impacts could be particularly important.
Rear lane bin presentation for street collection	Rear lane access, width and/or parking access need to accommodate collection vehicles and avoid blocking resident access to properties.
Development fronts main street/ commercial precinct area	On site access for collection trucks could be needed if parking or bin presentation on street is not acceptable.
No verge for bin presentation on frontage	On site collection of bins, 'pull-in pull-out' or collection vehicle access, could be needed.
Private road access	Private road and access design and width will need to accommodate collection vehicles.

## B

## B2 Waste and recycling services required by the development

Modern waste services collect waste for disposal to landfill and have collection services for recyclables. Services may also be needed to safely dispose of waste where landfill disposal is prohibited and recycling is unfeasible.

Table B.2 lists the services typically required, expected or desirable by land use activity.

The availability of these services and collection frequencies will depend on whether the service is provided by local government or private waste contractors.

These service providers may dictate the:

- types of waste and recycling services
- types and size of collection/storage bins
- frequency of collections
- type and size of collection vehicles.

**Table B.2: Potential waste and recycling services that are typically required, expected or desired by developments in SA. 'X' – required or expected, 'D' – desirable (usually depends on scale of development)**

Waste or Recycling Service	Land Use Activity			
	Residential	Retail	Office	Restaurant
<b>Landfill disposal</b>				
General waste/residual	X	X	X	X
<b>Recyclable materials</b>				
Comingled (mixed recyclables)	X	X	X	D
Organics (garden and/or food)	X	D	D	X
Hard waste	X	X	X	X
Recycled deposit containers (CDL)				X
Cardboard		D		X
Paper			X	
Confidential paper			D	
Plastics (soft, hard or mixed)		D	D	D
<b>Landfill prohibited materials</b>				
Electronic waste (e-waste)	X	X	X	X
Difficult waste	X	X	X	X

## B

Table B.3 summarises key attributes and differences between the services traditionally provided. Higher density or mixed use developments are complex and are usually serviced by private waste contractors, which generally offer a wider and more flexible range of services.

**Table B.3: Typical attributes and differences between waste and recycling collection services provided by councils and private waste contractors**

Service Attribute	Council	Waste Contractor
<b>Services offered</b>	Usually limited selection: <ul style="list-style-type: none"> <li>• General waste – weekly</li> <li>• Comingled – fortnightly</li> <li>• Organics – fortnightly (can be optional)</li> <li>• Hard waste – on call or area wide campaign</li> </ul>	All types of waste and recyclables. (Service availability can be limited in regional areas)
<b>Collection zone</b>	Kerb-side or drop off at transfer station	Street, on site/property
<b>Types of bins</b>	Mobile garbage bins (MGBs) – 140, 240 and/or 360 L. Select metropolitan councils may offer 660 or 1100 L mobile bulk bins.	MGBs, bulk bins, cages, all types and sizes available
<b>Collection vehicles (truck)</b>	Side-lifting, flat-bed, rear-lift (where mobile bulk bin service is offered)	Rear-lift, front-lift, flat-bed, roll-on, roll-off (for larger bins)
<b>Collection frequency</b>	Weekly or fortnightly, usually fixed day and time	May prefer regular day and frequency, but flexibility on time and day can usually be arranged
<b>Additional collection services</b>	Select councils may provide ‘pull-in pull-out’ services to bins located on site/property where special needs have been examined. Stringent conditions apply.	Flexibility to provide almost whatever service the client wants, including ‘pull-in pull-out’ service arrangements

## C1 How to use Waste Resource Generation Rates

Waste Resource Generation Rates (WRGRs) are metrics that have been identified through waste audits. The WRGRs indicate how much waste and recycling is generated by a specific type of land use activity such as a residential dwelling, an office or a cafe.

A WRGR is usually expressed as the:

- amount (kg or litres) of waste and recycling generated
- per unit time (day or week), and
- per unit quantity (or attribute) of a land use activity such as m<sup>2</sup> floor area or number of bedrooms

WRGRs can be highly specific to the type of development, proposed land use activities and type and number of recyclables being collected for each land use activity.

It should be noted that some published WRGRs are for 'average' generation rates, whilst others are for 'peak' situations observed during a year. Whether the WRGR is an 'average' or 'peak' value can affect assessment of space requirements for waste and recycling storage and/or collection zones.

Where 'average' generation rates have been used, extra bin capacity may be needed to manage waste and recycling in 'peak' generation times such as holidays, Christmas or lease expiry periods. Alternatively, more frequent waste collections may be scheduled at such times.

The following diagram illustrates how a WRGR can be used to estimate the generation rate for a single waste or recycling stream, including a simple worked example. This worked example estimates the weekly generation of general waste in a high density residential building with 10 apartments, each with 2 bedrooms (20 bedrooms in total). The method in this worked example could be repeated for other waste and recycling streams.

### Calculation Procedure

$$\text{WRGR} \times \text{No. units} \times \text{Time period} = \text{Generation rate}$$

### Example: General waste generated by 20 bedrooms in an apartment building

$$\frac{20\text{L}}{\text{week/bed-room}} \times 20 \text{ bed-rooms} \times 1 \text{ week} = 400\text{L/week}$$

**Figure C.1: How to use a Waste Resource Generation Rate to estimate waste or recycling volume generation rate included worked example for high density building containing 20**

## C

## C2 Waste Resource Generation Rates

Table C.2 below lists Waste Resource Generation Rates (WRGR) by land use. These rates are for design purposes and may be used to estimate expected waste volumes generated at a development and:

- assumes best practice levels of participation and separation in recycling for all the waste streams included in the table. Best practice recycling may not occur until several years after a waste collection service commences, this may affect the required mixture of bins and collection frequency per service initially used

- may require additional collections to be included to manage waste at peak generation times
- does not take into account compaction rates which can reduce storage space requirements.

A Waste System Calculator Tool to assist with the estimation of waste storage requirements can be downloaded from the Zero Waste SA website.

**Table C.2: Waste Resource Generation Rates (WRGRs) by land use type**

	Land Use Type	Waste Resource Generation Rate				
		General Waste	Recycling	Organics	Metric	Other
Residential	Low Density Residential Building	40	35	40	L/bedroom/wk	Hard and Electronic Waste 0.77m <sup>3</sup> /household/year
	Medium Density Residential Dwelling – with garden <sup>1</sup>	35	30	20	L/bedroom/wk	Hard and Electronic Waste 0.77m <sup>3</sup> /household/year
	Medium Density Residential Dwelling – no garden <sup>1</sup>			10		
	High Density Residential Dwelling	30	25	10	L/bedroom/wk	Hard and Electronic Waste 0.77m <sup>3</sup> /household/year
Commercial	Serviced Apartment, Backpacker or Boarding Houses <sup>2</sup>	30	20	10	L/bedroom/wk	Hard and Electronic Waste 0.77m <sup>3</sup> /household/year
	Hotel or Motel accommodation <sup>3</sup>	5	3	1.5	L/bedroom/day	
	Hotel or Motel - Bar Areas	5	5	0.25	L/10m <sup>2</sup> bar area/day	
	Hotel or Motel - Dining Areas	30	5	40	L/10m <sup>2</sup> dining area/day	
	Hotel or Motel - Combined Bar and Dining Areas	30	10	40	L/10m <sup>2</sup> combined bar and dining area/day	
	Licensed Entertainment Premises or Community Club (bar floor only)	5	5	0.25	L/10m <sup>2</sup> bar floor area/day	

C

	Land Use Type	Waste Resource Generation Rate				
		General Waste	Recycling	Organics	Metric	Other
Commercial	Licensed Entertainment Premises or Community Club (combined bar and dining area)	30	15	40	L/10m <sup>2</sup> combined bar and dining floor area/day	
	Offices or Consulting Rooms	15	15	2.5	L/10m <sup>2</sup> /week	
	Showrooms	4	1	0.25	L/10m <sup>2</sup> /day	
	Butcher <sup>4</sup>	30	7	50	L/10m <sup>2</sup> /day	
	Delicatessen	5		5	L/10m <sup>2</sup> /day	
	Seafood Retailer <sup>4</sup>	30	7	50	L/10m <sup>2</sup> /day	
	Fruit and Vegetable Retailer	15	12	16	L/10m <sup>2</sup> /day	
	Hairdresser	3.5	3	1	L/10m <sup>2</sup> /day	
	Café/Restaurant	30	20	40	L/10m <sup>2</sup> /day	
	Supermarket	18	20	18	L/10m <sup>2</sup> /day	
	Takeaway	3	3	3.5	L/10m <sup>2</sup> /day	
	Retail (less than 100m <sup>2</sup> )	5	2.5	0.25	L/10m <sup>2</sup> /day	
	Retail (greater than 100m <sup>2</sup> )	6	6	0.3	L/10m <sup>2</sup> /day	

The WRGR are based on the Zero Waste SA, Review of SA Waste Resource Generation Rates (April 2014).

Notes:

1. Medium density dwelling organics should be calculated at 20L per bedroom per week if the dwelling has a garden. 10L organics per bedroom per week enables provision for food waste organics and should only be used to calculate WRGRs for medium density dwellings with no garden.

2. WRGRs for Services Apartment, Backpacker or Boarding Houses is for accommodation only and kitchen, catering areas, garden organics or other shared spaces in a development will require separate assessment.

3. Hotel or Motel accommodation – WRGRs are for accommodation only and do not include other areas within the hotel or motel which will require a separate assessment.

4. Butcher & Seafood WRGRs assume onsite preparation of products and may be lower for shop-front only butchers.

**Table D.1: Waste Management Plan content**

<b>Contact details</b>	Name of the developer and contact details
<b>Land use details</b>	Location and land use zoning
<b>Development details</b>	Description of the development: <ul style="list-style-type: none"> <li>• number of floors</li> <li>• number of dwellings and occupancy details (including number of bedrooms)</li> <li>• commercial premises</li> </ul>
	Development drawings detailing the local storage, access routes, waste and recycling storage areas and presentation areas
	Details of the waste service provider (local council or private), including correspondence confirming suitability of proposed collection arrangements
<b>Waste Management System</b>	Description of the waste management system and a rationale for the selection and design of the waste system and how the waste and recycling services provided will achieve the market needs, detailing: <ul style="list-style-type: none"> <li>• individual bin sets or shared/communal bins</li> <li>• bin colours (AS 4123.7—2008: Mobile waste containers)</li> <li>• location of disposal points (where relevant)</li> <li>• location of waste collection zone</li> <li>• supporting infrastructure (chutes, carousels, compaction facilities)</li> <li>• additional waste considerations (hard waste, electronic waste and difficult waste)</li> </ul>
<b>Waste system sizing</b>	Information on generation rates and volume calculations (including assumed peaking factors) to inform: <ul style="list-style-type: none"> <li>• waste capacity per dwelling and total for the development</li> <li>• number of type of waste and recycling bins</li> <li>• collection frequency</li> </ul>
<b>Storage area</b>	Description of design and methodology for addressing the bin storage area: <ul style="list-style-type: none"> <li>• sizing</li> <li>• positioning</li> <li>• resident access</li> <li>• bin labelling and signage</li> <li>• noise reduction</li> <li>• stormwater pollution prevention</li> <li>• ventilation</li> <li>• amenity</li> </ul>
<b>Transfer pathways</b>	Description of transfer pathways addressing: <ul style="list-style-type: none"> <li>• safe and convenient bin transfer</li> <li>• access/egress point from dwelling to the disposal point</li> <li>• minimising risks to persons and property</li> <li>• convenience to both users and waste collection staff</li> </ul>



## D

Table D.1: Waste Management Plan content

<b>Presentation and collection zones</b>	Addressing key issues of: <ul style="list-style-type: none"> <li>• location and space allocation</li> <li>• timing of collections</li> <li>• accessibility for collection vehicle</li> <li>• public safety</li> </ul>
<b>Specialised facilities and equipment</b>	A description on any proposed specialised facilities and equipment, such as waste chutes, compactors, lifting equipment and others  Information on how the system will be incorporated into and function as part of the residential waste system
<b>Stakeholder consultation</b>	Outline of consultation undertaken to inform the design of the Waste Management System and summarise feedback and modifications made
<b>Operation and management</b>	Summaries of: <ul style="list-style-type: none"> <li>• proposed communication strategy to achieve positive user experience and outcome including guidance material and education (attach copies of proposed tenancy agreement or residents' manuals explaining the use of the system)</li> <li>• suggested content for a resident manual <ul style="list-style-type: none"> <li>- roles and responsibilities for individuals, households, property manager and collection contractors</li> <li>- instructions for disposing of waste and recycling (including access and correct use of storage areas and disposal points)</li> <li>- health and safety</li> <li>- contact information for further information, questions and issues</li> </ul> </li> <li>• community/strata title arrangements</li> <li>• expected service costs for residents and/or tenants</li> <li>• regulatory or contractual compliance requirements</li> <li>• identification and assessment of potential risks and proposed mitigation</li> <li>• maintenance requirements of plant and equipment and cleaning and maintenance of access areas, disposal areas and presentation area</li> <li>• operating instructions including use and operation of plant and equipment</li> <li>• responses to emergencies such as collection failure or spills</li> </ul>

### Case Study 1: Waste Management System design at Battersea Reach, London, UK



Figure E.1: Battersea Reach development and the chute inlet used

Battersea Reach (<http://www.batterseareach.com>) is an award winning waterfront development with buildings cascading towards the River Thames' edge in London. It is a medium-rise mixed-use residential development with buildings not exceeding 12 storeys.

For residential dwellings, the development has been designed to include a single waste chute with a bi-separator system installed at the base of the waste chute. This arrangement allows the waste to be separated into two 1,100 litre wheelie bins located in the basement waste room, one to take residual waste and the other to take mixed dry recyclables. The recyclables and residual waste are deposited by the residents into waste inlets located near the lifts on each floor of the building by pressing the appropriate button. The Bi-separator Chute System inlet point and waste selection buttons are shown above.

On the nominated collection day, facility management use a small electric vehicle to move the 1,100 litre wheelie bins from the basement waste rooms to the ground level.

The waste chute system is cleaned approximately every two weeks in order to avoid odour problems.

## Case Study 2: Waste Management System redesigned at Whitmore Square Affordable Eco-Apartments, Adelaide



Figure E.2: Whitmore Square Affordable Eco-apartments and bins used

Completed in 2010, the Whitmore Square Affordable Eco-Apartments comprises 26 owner occupied and affordable housing units and one commercial tenancy. This development was a new 26-dwelling 'affordable and eco-housing' development by the Adelaide City Council built at a site at 42-56 Whitmore Square, Adelaide.

It was originally planned that occupants would share 240 litre bins for general waste and recycling. These bins were to be stored in the basement car park and presented on the kerbside for collection.

During construction a review of waste management system requirements was undertaken. It was determined that the proposed waste management system would be inappropriate for a development of this type. In particular, use of 240 litre bins was impractical due to the large number of bins that would be required. The limited frontage and road verge width would require the waste contractor to pull the 240 litre bins out for emptying. The gradient of the entry ramp prohibited manual transfer of bin up to the street for collection and a low roof clearance (<3m) in the basement car park prevented on site collection.

The WMS was re-designed to include shared 660 litre waste and recycling bins and the system was expanded to include 240 litre food organics bins and domestic battery recycling. Three sets of these bins were strategically positioned at main entry points where it was most convenient to primary pedestrian movements of residents. Bins were located behind gates colour matched to the bin type (red, yellow and lime green). Signage was included next to each local disposal point to provide guidance on correct waste and recycling disposal practices.

The waste management system utilises a 'pull-in pull-out' service resulting in no bins on the street improving amenity for residents and customers at the ground level café.

A private contractor with a rear-lift truck was engaged to collect the bins from the development. This change in WMS design to better reflect the development and site circumstances substantially reduced the potential service costs, improved resident convenience and satisfaction and enhanced recycling diversion outcomes.

### Case Study 3: Improved service quality achieved by using larger capacity 660 litre bins and increasing collection frequency for the Garden East development, Adelaide



**Figure E.3: Improved service quality achieved by using larger capacity 660 litre bins and increasing collection frequency for the Garden East development, Adelaide**

Constructed in the 1990's, Garden East comprises 250 dwellings spread across eight multi-storey apartment buildings and a townhouse complex.

The original WMS comprised 240 litre general waste and comingled recycling bins that were stored in dedicated bin storage areas and presented for kerbside collection on a weekly and fortnightly basis, respectively. Bins were pulled out by the building manager for kerbside collection.

Over time the bin capacity was becoming insufficient for the growing demands at peak times during the year. Instances of bins overflowing and causing nuisances were generating complaints from residents. Furthermore, the fortnightly recycling service was impairing recycling outcomes, detracting from overall storage capacity and contributing to the substitution of recycling bins for waste bins as recycling bins were perceived as an inefficient use of valuable space.

In the surrounding streets on collection days, up to 150 bins were remaining on the kerbside for up to 30 hours each week due to uncertainty for the building manager around kerbside collection times and staff availability. This was impacting upon ground level commercial premises, pedestrians and amenity for outdoor dining patrons.

Working closely with residents and building management, the WMS design was reviewed and a Waste Management Plan was developed and endorsed by building management.

The replacement waste management system utilises nine 240 litre bins for food organics recycling and 50 larger capacity 660 litre mobile garbage bins for waste and comingled recycling. Total bins have been reduced from more than 150 to 59, signage and education notice boards has been installed in bins storage areas and bin presentation areas have been documented to locate bins away from sensitive ground level activities on collection days.

To enable the recycling storage capacity to exceed waste storage capacity, service frequency was increased to weekly collections for general waste, comingled and food organics recycling. Flexibility was also provided for 'at call' collections during peak holiday periods, to enable bin numbers to be reduced and storage areas to retreat back to the original areas allocated in each building.

To improve access for mobility impaired persons, 660 litre bins with a modified 120 litre lid-in-lid design were developed with local bin manufacturer Mastec. This initiative, which reduced the lifting weight of bin lids from approximately 2.7 kilograms to approximately 400 grams, was very well received by building management and residents.

These changes improved quality of service for residents, substantially improved local amenity, reduced the service cost, and improved resource recovery outcomes.



Table F.1: Glossary

Term	Definition
<b>Baler</b>	A device that compresses waste or recycling (usually cardboard or plastic) into bales which may be self-supporting or retained in shape by wire ties and strapping.
<b>Built form</b>	The arrangement, layout and form or shape of a building and associated infrastructure on a development site (what the building looks like, how tall it is, how much of the lot it takes up and so on)
<b>Building (or development) density</b>	The number of residential dwellings or tenancies per unit area (hectare) in a development
<b>Bulk bin</b>	Large bin typically 1.5 m <sup>3</sup> —6.0 m <sup>3</sup>
<b>Chute (waste or recycling)</b>	A ventilated, essentially vertical pipe passing from floor to floor of a building with openings as required to connect with hoppers and normally terminating at its lower end at the roof of the central waste room
<b>Collection frequency</b>	Frequency of waste collection from site
<b>Collection zone</b>	Location where vehicles stop or park to load bins or waste or recycling materials
<b>Confidential paper recycling</b>	Separate service for collection of confidential documents, typically involving on or off-site shredding of the documents and secure transport to a disposal or recycling facility
<b>Comingled (dry) recyclables</b>	Also commonly referred to as mixed dry recyclables and typically includes recyclable items such as bottles, cans, containers, cardboard and paper
<b>Compactor</b>	A machine for reducing volume of waste by mechanically compressing it
<b>Difficult waste streams</b>	Materials typically found in the household waste stream such as batteries, household chemicals, smoke detectors and compact fluorescent light globes which are banned from landfill in the <i>Environment Protection (Waste to Resources) Policy 2010</i> , under <i>Environment Protection Act 1993</i>
<b>Disposal point</b>	A location in a development where waste and recycling can be disposed by residents and/or tenants
<b>E-waste</b>	Electronic or electrical waste such as used computers, televisions, whitegoods, hairdryers, and other electronic consumables
<b>Food organics</b>	Food waste generated by a residential dwelling or commercial tenancy
<b>Front-lift truck</b>	Collection vehicle for waste and/or recycling that lifts bins from the front of the vehicle over the driver's cabin and into a compactor bin at the rear of the vehicle
<b>General waste/residual</b>	Residual waste that has not been separated for recycling (not including hard waste, e-waste or difficult waste streams)
<b>Hard waste</b>	Large or bulky waste items, typically including items such as used mattresses, furniture, floor coverings, soft furnishing, bikes and toys and is not suitable for collection using the kerbside bin system
<b>Kerbside collection</b>	Collection of waste and recycling from the street kerb typical of low density residential Council waste and recycling collections

## F

Term	Definition
<b>Landfill prohibited materials</b>	Waste materials that are prohibited from landfill in the <i>Environment Protection (Waste to Resources) Policy 2010</i> , under <i>Environment Protection Act 1993</i>
<b>Local disposal</b>	The place where residents and/or tenants can dispose of waste and recycling
<b>Local storage</b>	Storage located in a residential dwelling or tenancy where waste and recycling is temporarily accumulated before disposal by the resident or tenant in the appropriate bin
<b>Mobile garbage bin (MGB)</b>	Usually refers to a smaller bin (140 L, 240 L, 360 L, 660 L, 1100 L) with wheels
<b>On-demand collection</b>	Arrangement whereby the waste contractor collects waste 'as required' or 'on demand', typical for management of infrequent waste volumes such as collection of hard waste
<b>Organic waste</b>	Organic waste including garden waste, food waste and other organic materials such as paper towels
<b>Presentation area</b>	Where bins or waste and recycling material are temporarily stored for collection by a waste contractor
<b>'Pull-in pull-out' service</b>	A service where the waste contractor collects waste bins presented for collection within the development (e.g. in a waste room). As part of this service the waste contractor also returns emptied bins to the same location where they were presented.
<b>Rear-lift truck</b>	Collection vehicle for waste and/or recycling that lift bins from the rear of the vehicle into a compactor bin
<b>Service cost</b>	The total annual cost to a development, or the per-unit cost for each dwelling/tenancy, of the Waste Management System, including collection costs, which may be identified for each type of waste and/or recycling material
<b>Side-lifting truck</b>	Collection vehicle for waste and/or recycling that lift bins on the road or road verge at the side of the vehicle into a compactor bin
<b>Storage area</b>	The location where waste and recycling is stored until collection which may also include equipment for aggregation and/or compaction of the waste and/or recycling
<b>Universal access</b>	To be usable to the greatest extent possible by everyone, regardless of their age or ability

# Attachment C

## Revised Waste Management Policy

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

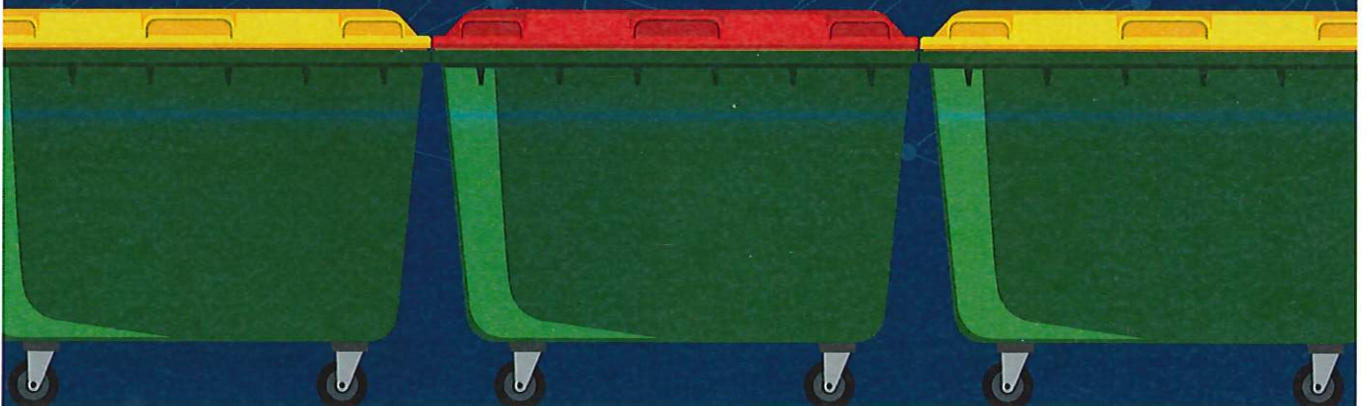
Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



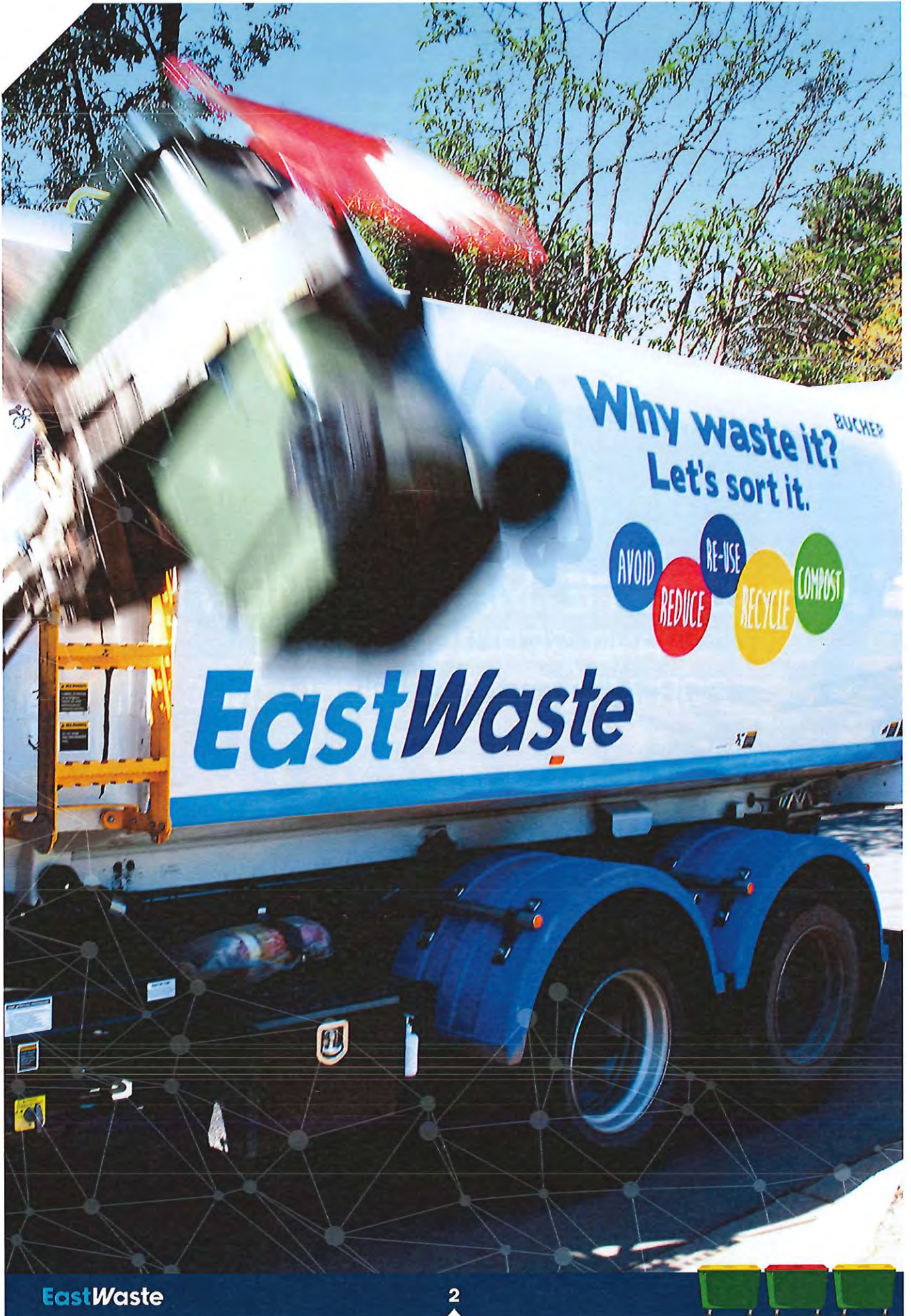
City of  
Norwood  
Payneham  
& St Peters

**EastWaste**

**WASTE MANAGEMENT  
AND SERVICES GUIDE  
FOR MULTI-UNIT DWELLINGS**







Why waste it?  
Let's sort it.

- AVOID
- REDUCE
- RE-USE
- RECYCLE
- COMPOST

**EastWaste**





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# INTRODUCTION AND BACKGROUND

# 1

## 1.1 East Waste Services

The Eastern Waste Management Authority (East Waste) is a regional waste subsidiary of seven Metropolitan Adelaide councils: Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood Payneham & St Peters, City of Mitcham, City of Prospect and the Corporation of the Town of Walkerville. East Waste's primary purpose is to provide efficient and effective residential waste and recycling collection services to these Member Councils.

## 1.2 Changing urban form in Metropolitan Adelaide and its impact on waste collection

As residents across metropolitan Adelaide seek to live and work near education, shops, entertainment, open space and public transport<sup>1</sup>, the development of multi-unit dwellings, or MUDs<sup>2</sup>, is becoming more common. However, conventional waste and recycling kerbside collection systems are unlikely to be a practical or cost-effective option for occupants of MUDs. In response, East Waste offers a separate service specific to the needs of collecting waste and recyclables from MUDs.

## 1.3 The State MUDs Guide

The South Australian Government released the Better Practice Guide to Waste Management for Residential and Mixed use Developments (hereon titled the State Guide, see [link](#)) in 2014. This State Guide provides useful guidance to help effectively plan MUD waste services in South Australia. Readers are strongly encouraged to review the State Guide for initial planning and design purposes.

## 1.4 The East Waste MUDs Guide

Although the State Guide provides useful information on managing waste in MUDs across South Australia, it applies to all Councils across the state. As such, the guidance and information does not account for differences across Councils or East Waste's unique service offering.

**In response, East Waste has prepared this document to provide more specific information on managing waste at MUDs within its Member Councils based on the specific services it provides and capabilities of its vehicle fleet.**

The document is designed to assist developers in their planning of likely volumes generated, subsequent areas required for waste storage areas, and accessibility considerations. It is not designed as an exhaustive list of considerations. Services need to be reviewed on a case by case basis to optimise waste management outcomes and developers are strongly encouraged to engage with East Waste and/or the Member Councils through the design and planning phases to deliver an optimal outcome for all parties. Any final approvals will be a joint assessment between East Waste and the relevant Council.

**For full context this document must be read in conjunction with the relevant Council's Policy relating to waste management.**

<sup>1</sup> See Profile ID data high density living data ([link](#)) and page 18 of the 30-year Plan for Greater Adelaide ([link](#))

<sup>2</sup> MUDs, or multi-unit dwellings, are medium- and high-density housing developments. According to *The 30 Year Plan for Greater Adelaide* the following density ranges apply to net residential site density

- Low density = less than 35 dwelling units per hectare (du/ha)
- Medium density = 35–70 du/ha
- High density = more than 70 du/ha

MUDs sometimes include commercial tenancies such as cafés in addition to the residential dwellings.





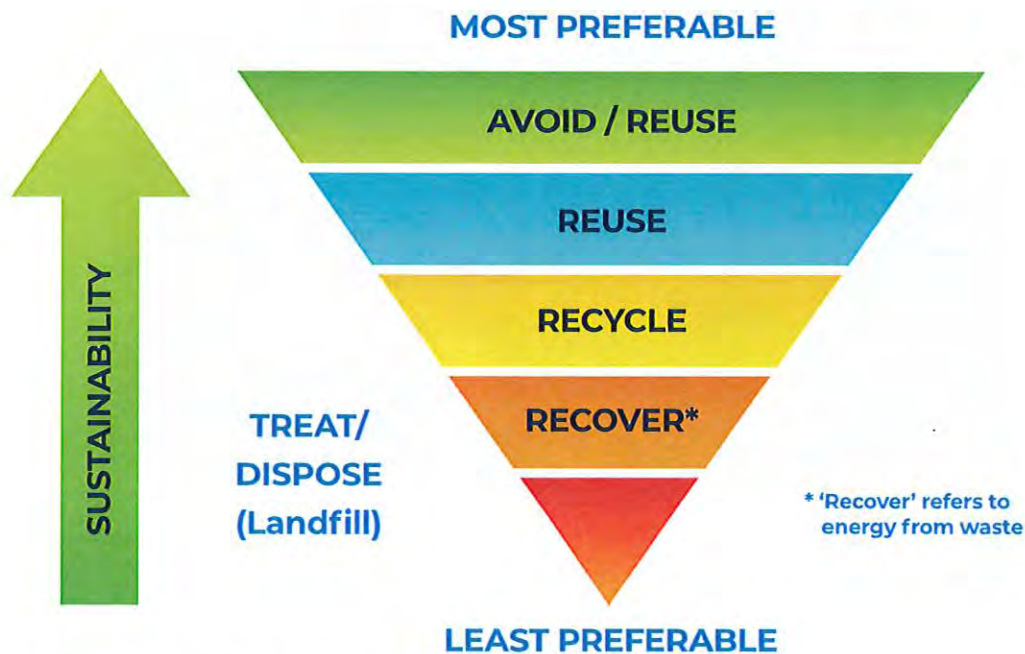
# 1 INTRODUCTION AND BACKGROUND

The MUDs Guide for East Waste Councils is based on fundamental waste principles (see below). Waste and recycling in South Australia is expected to be managed in line with these principles.

## 1.5 The Waste Hierarchy

The waste management hierarchy is a nationally and internationally accepted guide for prioritising waste management practices with the objective of achieving optimal economic, social and environmental outcomes. It sets out the preferred order of waste management practices, from avoiding the waste in the first place (so it is not generated at all, the most preferred option), through to disposal to landfill (least preferred option):

The kerbside collection service for residents is relevant to the waste management hierarchy as it provided opportunities for residents to recycle, which is a more desirable option than landfill. This is particularly the case for food waste.



## 1.6 Maximise diversion of waste from landfill

Better practice waste management aims to maximise diversion of waste from landfill while minimising waste generation. Residents of MUDs can maximise waste diverted from landfill by using the three-bin system offered by East Waste as well as non-Council recycling services.

### Maximising diversion through the three-bin system

All Adelaide Metropolitan Councils including East Waste Member Councils offer a three-bin service to residents. This includes:

- a yellow-lidded bin for comingled recycling for items such as bottles, cans, cardboard, magazines, clean paper and clean hard plastic containers;
- a green-lidded bin for organics including garden waste, shredded or soiled paper/cardboard and food scraps; and
- a bin for general waste (red- or blue-lidded bin) for other materials<sup>3</sup>, which are sent to landfill.

<sup>3</sup> Note electronic waste (computers, laptops, toasters etc.), tyres, hazardous waste and hard waste items such as couches, fridges and tables are not discarded via the three bin system.



## 1 INTRODUCTION AND BACKGROUND

In addition a small kitchen caddy for the collection of food waste is provided. With close to 40% of the general waste bin comprising of food and organic material that can be turned into valuable compost, with less environmental harm and at a far cheaper cost, it is imperative systems include provisions for food waste recycling.

To maximise recycling, all suitable materials should be discarded to the recycling bins (yellow-lid and green-lid bins) while minimising waste thrown into the general waste bin (red or blue lid).



### Other recycling pathways

Consideration may be given to providing facilities at MUDs which aid in the appropriate collection and recycling of items that can be recycled outside of the three-bin system. For example, providing storage areas for residents to dispose of **electronic waste**, or E-waste so that this waste stream can be separated and recycled.

It should be noted that E-waste is banned from landfills in South Australia. Local options for the disposal of e-waste can be found at: [eastwaste.com.au/waste-recycling/electronic-recycling](http://eastwaste.com.au/waste-recycling/electronic-recycling)





# USING THIS GUIDE

# 2

## 2.1 Purpose of the Guide

The East Waste MUDs Guide for East Waste Councils (East Waste MUDs Guide) is intended to help organisations and businesses involved in planning and designing residential waste management systems for MUDs within the Councils serviced by East Waste. The guide is expressly for residential MUDs and not intended for commercial developments.

The Guide has been designed to address the unique waste management challenges associated with developing MUDs, such as limited or commercially lined street frontages, large volumes of waste generated over a small footprint, typically larger travel distances between where residents live and the waste disposal points, management of residential v commercial waste and the siting and design of waste disposal points.

The intention of the East Waste MUDs Guide is not to replace the State Guide, but to complement it. The East Waste MUDs Guide should be read in conjunction with the State Guide and any Waste Management Policy (or the like) of the Council you are developing or reside within.

## 2.2 When to use this Guide

This Guide should be used to assist in **planning and designing a MUD** in one of East Waste's Member Council areas, where Council collection of residential waste, organics (including food) and recyclables is proposed. The design of a new development's waste management system should be considered early in the design and planning process, along with other space infrastructure and activity requirements.

**Developers and architects** can use this Guide in conjunction with the State Guide to design a waste management system that can be serviced by East Waste and ensure that any waste management plans submitted to planning authorities have the required information (for example through a Waste Management Plan).

**Planning authorities** can use this guide to assess submitted waste management plans and to ensure that proposed waste management systems are appropriate. This Guide is not intended to be used for guidance on commercial waste operations.





# MUD WASTE SYSTEMS

# 3

## 3.1 Subdivisions

Subdivisions require careful planning to ensure adequate space is maintained for kerbside bin storage, presentation and collection.

As a general rule, each dwelling in a subdivision requires at least two (2) metres of clear kerb frontage for bin presentation. This excludes driveways, trees and other obstructions. On-street parking also needs to be considered. If a two (2) metre clearance is not possible, allowances are likely required on site for bin collection. Developers are encouraged to discuss their development design options with the respective Council if in doubt.

## 3.2 East Waste service offering at MUDs

Where it is impractical or unsafe to use the kerbside system, waste and recycling will need to be collected by a commercial contractor.

Where MUDs are able to be serviced by East Waste, the frequency of collection of the three waste streams and the required bin sizes will be determined having regard to the number of dwellings in the MUD and the amount of room available to store, transport, present and collect bins. The total volume collected, and frequency will be set by the individual Council's Waste (or like) Policy.

Early discussion with staff from the relevant planning authority (Council or State Commission Assessment Panel (SCAP)) and, where required, East Waste staff is encouraged to ensure compatibility with an East Waste collection service.

## 3.3 MUD waste management system

According to the State Guide, a waste management system includes the physical infrastructure (e.g. bins, collection vehicles etc.) and the operational activities (e.g. source separating, collection and disposing of waste). At a MUD site, the waste management system starts at the point of waste disposal by the tenant/resident and flows through to the collection zone where waste is collected by a truck for off-site recovery or disposal.

The State Guide provides useful information and advice on various waste management systems.





# EAST WASTE SERVICING OF MUDs

# 4

## 4.1 Collection services offered by East Waste

East Waste provides collection services for three streams at MUDs. These are general waste (red-lidded bin), comingled recycling (yellow-lidded bin) and organics (green-lidded bin). East Waste's services including bin sizes and collection frequency are summarised in Table 1 and Figure 1 below.

If East Waste can service the site, it will supply the bins to the development. The number of bins provided will be based on the number of dwellings and the estimated waste generation rates for the size and intensity of the development.

See the [State Guide](#) for information on bin storage areas and to calculate the estimated waste generation at the site and subsequent storage area required.

Bin type	Description	Bin size options (litres, L)	Bin size in metres (h x w x d)	Collection frequency
General waste	Red-lidded bin, green body	660L	1.2 x 1.36 x 0.77	1 x per week
		1100L	1.39 x 1.36 x 1.09	1 x per week
Co-mingled recycling	Yellow-lidded bin, green body	660L	1.2 x 1.36 x 0.77	1 x per week
		1100L	1.39 x 1.36 x 1.09	1 x per week
Organics (food and garden)	Green-lidded bin, green body	660L (preferred)	1.2 x 1.36 x 0.77	1 x per week
		240L (if required)	1.06 x 0.58 x 0.73	1 x per week

Note: East Waste will not collect waste/ recyclables from commercial tenancies at MUD mixed use developments (for example, a café on the ground floor). Waste and recyclables from these sites will need to be separately stored for collection by a commercial waste collector. If the waste and recyclables are stored in the same waste room, a divider must be installed to clearly separate the bins. A divider may be a temporary fence or other such mechanism that clearly separates the two sets of bins.

Note: The total volume collected, and frequency will be set by the individual Council's Waste (or like) Policy.

Figure 1: Bin types and dimensions

### General waste

1100L bin



660L bin



### Comingled Recycling

1100L bin



660L bin



### Organics

660L bin



240L bin





## 4 EAST WASTE SERVICING OF MUDs

### 4.2 Safe and convenient waste management

It is expected that waste and recycling disposal and collection should be safe and convenient for residents and neighbours. Within MUDs, this means having easy and safe access to waste disposal points which are also accessible to collection vehicles and drivers. Collection vehicles should be able to enter and exit a MUD site in a safe and convenient manner. Bin movement between bin rooms and to the bin presentation and collection area should be clear of obstructions, stairs or steep slopes. OH&S considerations need to be made for all individuals involved in this process. Consideration must be made for moving larger bulk bins, particularly for organics bins which tend to be heavier.

### 4.3 Minimising impact to public realm

It is important that waste management causes minimal impact to the public realm. This means waste management including bin storage and collection should have provisions to minimise noise and odour as well as traffic impediments and volumes.





# SERVICING MUD WASTE COLLECTION

# 5

## 5.1 From bin storage area to bin presentation area

Residents first discard their waste and recyclables into their own bins within their own apartments or townhouses. They then transport the waste to communal bulk bins, either via chutes or walk the waste directly into a bin storage area. On collection days, these bins will either remain in the bin storage area or are moved to a bin presentation area for collection (see Section 5.3). Residents or building management are responsible for moving bins to the bin presentation area for collection, if it is required. It is preferred that the bin storage area be the same as the bin presentation area, so bulk bins do not need to be moved by residents. Due to the weight of bins and protection of staff against injury East Waste staff are typically unable to move bins too far or on any gradient.

## 5.2 Bin presentation area requirements

East Waste collection vehicles will collect the waste and recyclables at a frequency approved by the Council, however storage provisions for a minimum of 7 days for each stream (plus spare empty bins) must be provided. When presenting the bins, it is important that the bins are accessible to the collection vehicle. There is some flexibility regarding this and it will depend on the individual site design and requirements. As such it is imperative East Waste and the Council is involved in the design and planning discussions from an early stage. Importantly, the bin storage area must be less than ten (10) metres to the bin collection area and be on the same level (see Table 2 below).

**Table 2: Bin travel routes and storage points for collection**

Item	Requirement
Bin presentation area for collection	In a waste room on site that is accessible to waste collectors (preference) or at kerbside
Maximum distance from vehicle loading zone to bin storage area	10 metres
Minimum pathway requirements (including doors) between bin storage area, bin presentation area and waste collection vehicle loading zone	1.25 metres wide 1:15 gradient Free of obstructions, steps and should not pass through a living area, dwelling or commercially active area.

## 5.3 Vehicle access requirements

To be eligible for East Waste collection, developers must allow adequate room for collection vehicle access. Table 3 details the minimum vehicle dimensions.

If the developer does not allow for the East Waste vehicles to access the bins, the site will need to engage a commercial waste contractor instead. Note that if bins are to be collected from a private property, a separate access agreement indemnifying East Waste against any damage must be agreed to. A copy of this is available from East Waste.





## 5 SERVICING MUD WASTE COLLECTION

**Table 3: Vehicle size details**

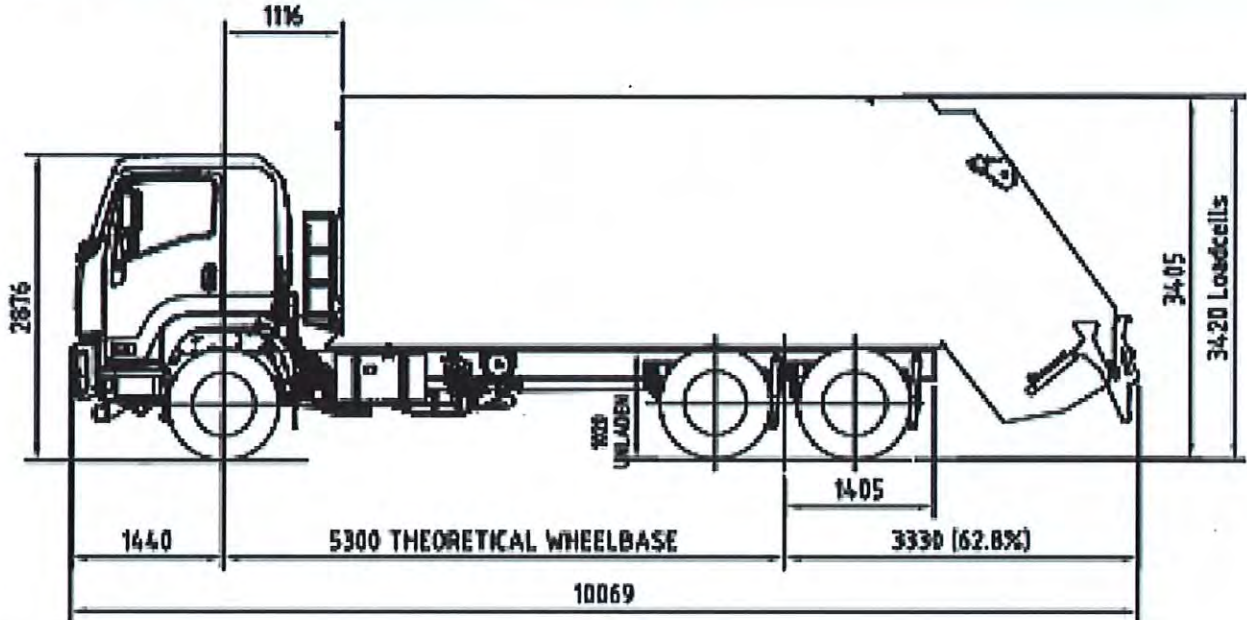
Waste truck information	Size	Minimum Clearance Requirements
Truck type	Rear-lift	Rear-Lift
Truck length	10.07m	12.5m
Clearance at the back of the truck required during bin lift	2.00m	2.00m
Truck width	2.50m	3.90m
Truck height	3.42m	4.00m
Truck height in operation	3.42m	4.00m
Truck turning circle	18.50m <sup>4</sup>	18.50m <sup>4</sup>

**Figure 2: Vehicle size details**



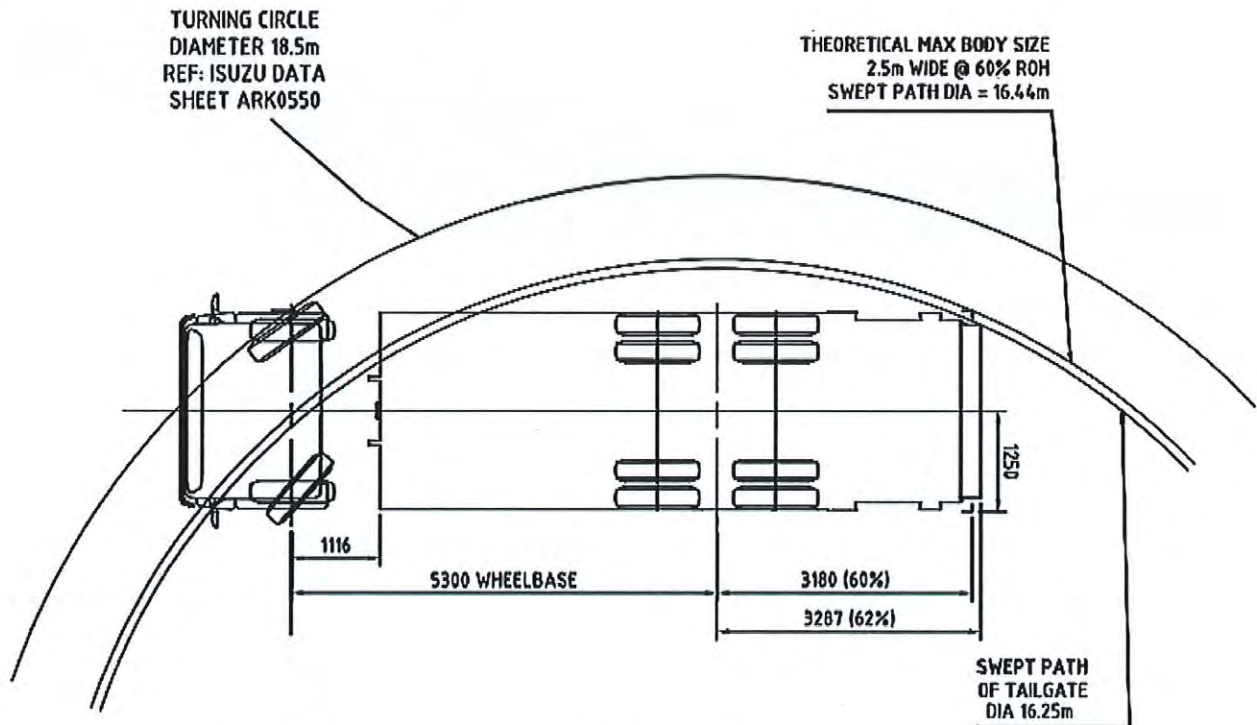
# 5 SERVICING MUD WASTE COLLECTION

Figure 3: Additional truck measurements



Note measurements are in millimetres unless otherwise indicated.

Figure 4: Specific truck turning circle requirements



Note measurements are in millimetres unless otherwise indicated

5 Note this is the minimum turning circle standards and specific Council planning rules may include additional space or other requirements.





# EDUCATION AND SIGNAGE

# 6



## 6.1. Education

Ensuring residents are correctly educated and inducted on the proper use of the bins is critical. East Waste can assist with running short informative sessions on correct waste and recycling disposal, how to maximise recycling and reduce the extent of resources going to landfill. It may also be worthwhile creating induction packs outlining what should be discarded into each bin for residents when they first move in as well and exit checklist for when they are moving out. East Waste can assist with providing education packs for this.

It is also important to educate facility managers and caretakers on the correct use of the bin systems.

## 6.2. Signage

Signage is important as an ongoing reminder for residents of what goes in which bin. It is important in the MUD design phase that the bin compound area has allowances for signage above the bins as well as for the internal bin chutes. This has been shown to significantly improve the accuracy of what residents are discarding in recycling bins and decrease waste going to landfill. East Waste can assist with contemporary signage and messaging. For further information on where materials should be discarded and what services are offered by East Waste and its Member Councils, see [eastwaste.com.au](http://eastwaste.com.au) and [whichbin.sa.gov.au](http://whichbin.sa.gov.au).





6 EDUCATION AND SIGNAGE

# COMPOST

## Why waste it? When you can compost it.

- Fruit and Vegetable scraps (Cooked & Raw)
- Seafood, Meat and Bones (Cooked & Raw)
- Tea Bags and Coffee Grounds
- Egg and Oyster Shells
- Dairy Products (Cheese & Yoghurt)
- Compostable Bags and Cutlery
- Compostable Food Packaging
- Paper Towels and Tissues
- Lawn Clippings and Weeds
- Flowers
- Garden Clippings
- Shredded Paper
- Pet Waste
- NO Plastic Bags \*100% certified compostable bags only
- NO Plastic Containers or Packaged Food
- NO Clothing and Textiles

City of Burnside | EastWaste

# RECYCLE

## Why waste it? When you can recycle it.

- Paper and Cardboard
- Rigid Plastic Bottles and Containers
- Aluminum Cans and Aerosols
- Glass Bottles and Jars
- Liquid Paper Board Cartons
- Aluminum Trays and Foil
- Tins and Cans
- NO Polystyrene Foam
- NO Plastic Bags or Wrapping
- NO Broken Crockery or Glassware
- NO Food
- NO Clothing and Textiles

City of Burnside | EastWaste

# RECYCLE

## Why waste it? When you can recycle it.

- Paper and Cardboard
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- Liquid Paper Board Cartons
- Aluminum Trays and Foil
- Tins and Cans
- NO Polystyrene Foam
- NO Plastic Bags or Wrapping
- NO Broken Crockery or Glassware
- NO Food
- NO Clothing and Textiles

CITY OF MITCHAM | EastWaste

# WASTE

## Landfill items only!

- Polystyrene/Foam/Styrofoam
- Chip Pockets & Plastic Food Packaging
- Nappies
- Old Clothing, Shoes & Bags
- Plastic Bags
- Cigarette butts (must be in a tin or box)
- Plastic Plates, Cutlery & Straws
- Broken Crockery & Glass (wrapped)

City of Burnside | EastWaste

# WASTE

## Landfill items only!

- Polystyrene/Foam/Styrofoam
- Chip Pockets and Plastic Food Packaging
- Nappies
- Old Clothing, Shoes and Bags
- Plastic Bags
- Concrete Items
- Plastic Plates, Cutlery and Straws
- Broken Crockery & Glass (wrapped)

City of Burnside | EastWaste





# FURTHER INFORMATION AND RESOURCES

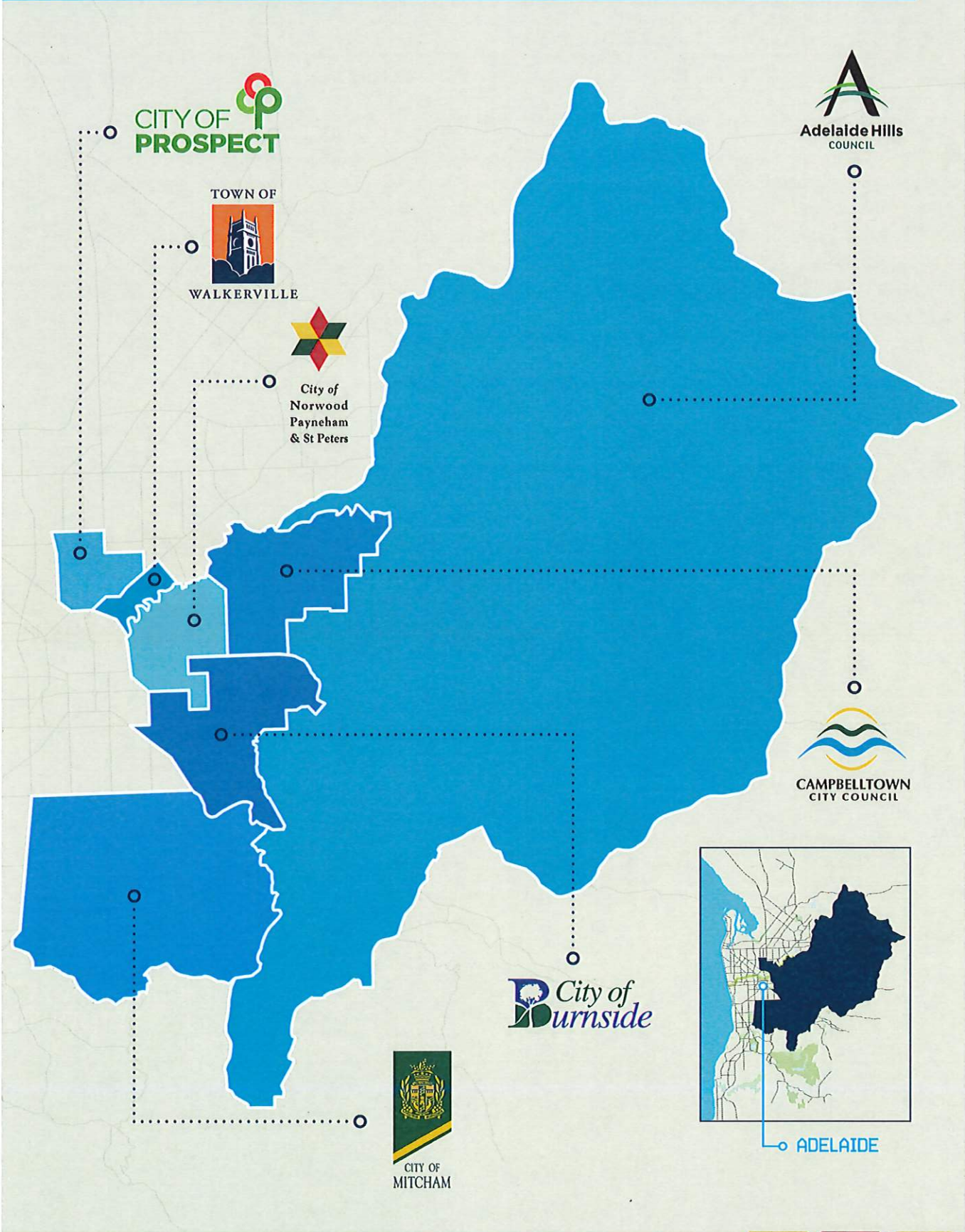
State Guide: [greenindustries.sa.gov.au/resources/better-practice-guide-for-waste-management-in-residential-&-mixed-use-developments-\(2014\)](http://greenindustries.sa.gov.au/resources/better-practice-guide-for-waste-management-in-residential-&-mixed-use-developments-(2014))

MWRRG MUDS Toolkit: [mwrrg.vic.gov.au/assets/resource-files/MUDs-Toolkit-2018.pdf](http://mwrrg.vic.gov.au/assets/resource-files/MUDs-Toolkit-2018.pdf)










# EAST WASTE SERVICE AREA





# EastWaste

-  1 Temple Court  
Ottoway SA 5013
-  PO Box 26  
Mansfield Park SA 5012
-  08 8347 5111
-  [east@eastwaste.com](mailto:east@eastwaste.com)
-  [EastWasteSA](#)
-  [@East\\_Waste](#)
-  [East Waste - Eastern Waste Management Authority](#)
-  [eastwaste.com.au](http://eastwaste.com.au)

# Attachment D

## Revised Waste Management Policy

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

Telephone 8366 4555  
Facsimile 8332 6338  
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Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



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

# WASTE COLLECTION SERVICE AGREEMENT

## Premises

[Insert location]

## Parties

City Of Norwood Payneham & St Peters

**and**

Eastern Waste Management Authority Inc.

**and**

[Property Owner / Community or Strata Corporation]

## Commencement Date

[TBC]

## Expiry Date

[TBC]

---

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters

This Agreement is made on the

day of

2021

## BETWEEN

**THE CORPORATION OF THE CITY OF NORWOOD PAYNEHAM & ST PETERS ABN: 11 390 194 824** of 175 The Parade, Norwood SA 5067  
("the **Council**").

## AND

**EASTERN WASTE MANAGEMENT AUTHORITY INC ABN: 15 972 100 754** of 1 Temple Court, OTTOWAY SA 5013  
("East Waste")

## AND

**[PROPERTY OWNER / COMMUNITY OR STRATA CORPORATION]** of **[ADDRESS]**  
("the **Corporation**").

## BACKGROUND

- A. The Corporation manages the residential apartment complex that is located at **[ADDRESS]** ("the **Site**").
- B. The Council, through East Waste, provides residential kerbside waste and recycling collection services within its area in accordance with section 7(b) of the *Local Government Act 1999* ("the **Act**") and clause 10(2) of the *Environment Protection (Waste to Resources) Policy 2010*.
- C. The Corporation has requested that the Council provide waste collection services in respect of the Site over and above the residential waste collection services that are ordinarily provided by the Council, including by means of waste collection occurring on the Site.
- D. The Council and the Corporation agree that the Council will, through East Waste, provide waste collection services at the Site in accordance with the terms and conditions set out in this Agreement ("the **Services**").
- E. East Waste agrees to provide the Services on behalf of the Council at the Site in accordance with the terms and conditions set out in this Agreement.

## THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

### 1. INTERPRETATION

#### 1.1. Background

The Background set out above forms part of this Agreement and the parties agree that it is true and accurate.

#### 1.2. Definitions

- 1.2.1. **Contaminated** in relation to a Waste Receptacle means that the Waste Receptacle contains any Waste other than Waste of the type that is designated to be disposed of in that particular Waste Receptacle.
- 1.2.2. **Force Majeure Event** means an unforeseeable and unknown event occurring after the date of this Agreement beyond the reasonable control of the parties which precludes a party from performing on time an obligation under this Agreement and include:

- (a) acts of God, lightning strikes, earthquakes, floods, storms, explosions, fires and any natural disaster; and
  - (b) acts of war, acts of public enemies, terrorism, riots, civil commotion, malicious damage, sabotage and revolution;
  - (c) any measures that are introduced, escalated, or implemented by any Government Agency to address the impact of the COVID-19 pandemic, to the extent that such measures preclude a party from performing any obligation under this Agreement;
  - (d) an epidemic or pandemic is declared by a Governmental Agency after the Commencement Date of this Agreement and measures are implemented by the Governmental Agency to address the epidemic or pandemic; and/or
  - (e) a suspension or termination of services or works is necessitated by legislative requirement or is ordered by a Governmental Agency;
- 1.2.3. **General Waste** means any kind of domestic and kitchen waste ordinarily generated from residential premises including, but not limited to, broken crockery, clothing, material, glass items, soiled nappies, hoses, polystyrene, ropes, and soft plastics, but excludes building materials, effluent, liquids, metal, rocks, soil, lead acid batteries, wood, toxic waste and other items that may be approved by the Council from time to time;
- 1.2.4. **Green Organics** means any clean organic matter consisting of lawn clippings, plants, vegetables, leaves, prunings, food scraps or other materials that may be approved by the Council from time to time;
- 1.2.5. **Hard Waste** means any disused domestic items including (but not limited to) furniture and other items that may be approved by the Council from time to time, but excluding General Waste, Recyclables and Green Organics and other items that may be approved by the Council from time to time ;
- 1.2.6. **Policy** means the Council's Integrated Waste Service Policy that is available on its website (including as may be amended from time to time);
- 1.2.7. **Waste Receptacle** means a container as approved and supplied by the Council to the Corporation for the collection and storage of Waste of a particular type on the Site;
- 1.2.8. **Recyclables** means newspapers, magazines, clean paper and cardboard, clean plastic containers, clean tins, cans, plastic jars and bottles, glass jars and bottles or any other materials that may be approved by the Council from time to time;
- 1.2.9. **Services** means the waste collection services provided on the Site by the Council, through East Waste for General Waste, Recyclables, Green Organics and Hard Waste in accordance with the specifications contained in **Annexure A**.
- 1.2.10. **Waste** means any (or all) of General Waste, Recyclables, Green Organics and Hard Waste; and
- 1.2.11. **Waste Management Plan** means the waste management plan specific for the Site as approved by the Council in consultation with East Waste that is contained in **Annexure B**, including as amended by the Corporation in consultation with the Council and East Waste from time-to-time.

### 1.3. General

Unless the contrary intention appears:

- 1.3.1. words denoting the singular number only shall include the plural number and vice versa;
- 1.3.2. reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa;
- 1.3.3. reference to any Act of Parliament, Statute or Regulation shall include any amendment currently in force at the relevant time and any Act of Parliament, Statute or Regulation enacted or passed in substitution;
- 1.3.4. a requirement in this Agreement (whether express or implied) for liaison and consultation is a requirement for full and frank exchange and discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material; and
- 1.3.5. the Waste Management Plan forms part of this Agreement. In the event of any inconsistency between the terms of the Waste Management Plan and the terms of this Agreement, the terms of the Agreement prevail

## 2. THE SERVICES

- 2.1. The Council is responsible to provide the Services at the Site.
- 2.2. The Services will be provided by East Waste for and on behalf of the Council.
- 2.3. The Services are provided:
  - 2.3.1. on days determined between the Council and East Waste and notified to the Corporation in writing. Any change to the day that the Services are provided can only occur where East Waste or, the Council following consultation with East Waste, has provided the Corporation with fourteen (14) days' advance notice in writing of the change;
  - 2.3.2. in accordance with the specifications contained in **Annexure A**, including as they relate to the frequency of the Services and volumes of Waste to be collected. For the avoidance of doubt, the volumes of waste specified in **Annexure A** are the maximum volumes that will be collected from the Site under this Agreement; and
  - 2.3.3. otherwise in accordance with the terms and conditions imposed by the Council and/or East Waste from time to time that are set out in the Policy;
- 2.4. The terms of **Annexure A** and this Agreement take precedence over the Policy in the event of any inconsistency with the Policy.
- 2.5. Nothing in this Agreement prevents or precludes the Corporation from engaging a contractor to dispose of Waste collected and stored on the Site over and above the maximum volumes of Waste specified in **Annexure A**.

## 3. TERM

Subject to clause 0, the Term of this Agreement is five (5) years commencing on the date specified in **Item 1** of the Schedule to this Agreement and expiring on the date specified in **Item 2** of that Schedule.

## 4. FEE

- 4.1. As consideration for the provision of the Services, the Corporation must pay to the Council the fee to be calculated in accordance with **Item 3** of the Schedule (“the **Fee**”) in the manner specified by the Council.
- 4.2. The Council will invoice the Corporation for annual payment in advance of the Fee in respect of the Services, in the form of a tax invoice.
- 4.3. The Corporation must make payment of the Fee to the Council within thirty (30) days from the date of the relevant tax invoice rendered by the Council. Payment of the Fee must be made without set-off, counter-claim, withholding or deduction.

## **5. THE CORPORATION’S RESPONSIBILITIES**

- 5.1. The Corporation acknowledges and agrees that it is solely responsible for:
  - 5.1.1. the collection and storage of Waste on the Site, including ensuring that occupiers of the Site dispose of Waste into the appropriate Waste Receptacle (which is the Waste Receptacle designated for the particular type of Waste that is being disposal of);
  - 5.1.2. ensuring that the portion of the Site from which the collection of Waste by East Waste occurs and that is accessed by East Waste for this purpose is maintained in a clean and safe condition at all times;
  - 5.1.3. facilitating the collection and removal of Waste from the Site by East Waste in accordance with the Waste Management Plan; and
  - 5.1.4. complying with the Waste Management Plan and taking all reasonable steps to facilitate compliance with the Waste Management Plan by occupiers of the Site.

## **6. ACCESS**

- 6.1. The Corporation grants to the Council and to East Waste an irrevocable and unconditional licence to enter upon and access the Site (excluding access to any buildings or property thereon not owned by the Corporation) as required, to provide the Services (or any part of them) in accordance with this Agreement.
- 6.2. The Corporation acknowledges and agrees that:
  - 6.2.1. East Waste will use heavy and wide vehicles in the provision of the Services and hereby warrants to the Council and East Waste that the Site is and will, for the duration of this Agreement, be fit for use by East Waste in connection with the provision of the Services; and
  - 6.2.2. where East Waste accesses the Site to provide the Services, this occurs in reliance upon the warranty contained in clause 6.2.1.

## **7. WASTE RECEPTACLES**

- 7.1. The Corporation acknowledges and agrees that the Services will only be provided in respect of Waste deposited in the Waste Receptacles on the Site.
- 7.2. The Waste Receptacles are and remain the property of the Council.
- 7.3. The Corporation must:
  - 7.3.1. not use any other container for the collection and storage of Waste generated on the Site other than the Waste Receptacles;

- 7.3.2. take all reasonable steps to ensure Waste Receptacles that are left for collection on the Site are not contaminated;
  - 7.3.3. take all reasonable steps to ensure that Waste Receptacles are not filled with Waste:
    - 7.3.3.1. in excess of the maximum volume of the Waste Receptacle as specified in the Waste Management Plan; or
    - 7.3.3.2. in a manner that prevents the lid of the Waste Receptacle from being closed.
  - 7.3.4. maintain the Waste Receptacles at all times in a clean and sanitary condition and ensure that they are sealed and covered at all times (except as necessary for Waste to be disposed of into them) so as to avoid offensive odours emanating from them;
  - 7.3.5. comply with all reasonable directions of the Council and East Waste regarding the use and placement of the Waste Receptacles on the Site; and
  - 7.3.6. regularly inspect all Waste Receptacles on the Site and report any damage observed to a Waste Receptacle to the Council as soon as possible upon becoming aware of it.
- 7.4. The Council is solely responsible, at its cost, for repairing or, where required (as determined by the Council), replacing a damaged Waste Receptacle on the Site except to the extent that the damage to the Waste Receptacle is caused by the Corporation or an occupier of the Site, in which case the Corporation is responsible for repairing or replacing the Waste Receptacle at its cost.
- 7.5. If the Corporation fails to repair or replace a damaged Waste Receptacle as required by clause 7.4, the Council may, upon giving seven (7) days' notice to the Corporation, carry out the repair or replacement itself and recover the costs of doing so as a debt from the Corporation.

## **8. DISPUTE RESOLUTION**

- 8.1. If any dispute or disagreement arises between the parties in connection with this Agreement, the parties undertake to use all reasonable endeavours, in good faith, to settle the dispute or disagreement by negotiation between representatives of all parties.
- 8.2. In the event that negotiations do not resolve the dispute within thirty (30) days then a mediator agreeable to the parties may be engaged to seek a resolution. If the parties cannot agree upon a mediator, the mediator will be appointed by the President or Acting President of the Law Society of South Australia. The cost of the mediator will be borne by all parties in equal shares.
- 8.3. Nothing in this Agreement is intended to limit either party's right to seek a legal remedy for any dispute that arises.
- 8.4. The parties agree that matters arising out of any conflict must be kept confidential.

## **9. INDEMNITIES AND RELEASES**

- 9.1. As a continuing obligation, the Corporation indemnifies and will keep indemnified the Council and East Waste (including their agents, employees and contractors) from and against all actions, claims, demands, losses, damages, costs and expenses whatsoever that may be brought, made or claimed against or suffered by the Council or East Waste arising out of:
  - 9.1.1. the provision of the Services on the Site as envisaged by this Agreement; or
  - 9.1.2. any negligent act or omission by the Corporation –



but excluding any liability that arises from any negligent act or omission by the Council or East Waste.

- 9.2. The Corporation releases the Council and East Waste (and their agents, employees and contractors) to the full extent permitted by law, from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring on or at the Site in connection with or arising from the provision of the Services as envisaged by this Agreement.
- 9.3. The Corporation's obligations to indemnify and release the Council and East Waste under this clause continue in force notwithstanding the expiry or termination of this Agreement.

## **10. INSURANCE**

- 10.1. The Corporation agrees to take out and maintain at all times during the term of this Agreement public liability insurance in respect of the Site in the amount of twenty million dollars (\$20,000,000).
- 10.2. The Corporation warrants that it has already or it will within seven (7) business days of this Agreement coming into effect, notify its public liability insurer of the indemnity and release that it has provided to the Council and East Waste under this Agreement and will seek the agreement of that insurer to note the interest of the Council and East Waste on the insurance policy.
- 10.3. The Corporation must provide the Council with a copy of its insurance policy evidencing compliance with this clause 10 within two (2) business days of any request by the Council for the same.

## **11. SUSPENSION OF THE SERVICES**

- 11.1. The Council may, by written notice to the Corporation and East Waste, suspend the Services in whole or in part if:
  - 11.1.1. a Waste Receptacle is contaminated and the Corporation has been issued with at least three (3) prior warnings in writing from the Council regarding a contaminated Waste Receptacle; or
  - 11.1.2. the Council believes on reasonable grounds that the Site is not sufficiently safe or clean for the performance of the Services; or
  - 11.1.3. the Corporation is in breach of the Waste Management Plan.
- 11.2. Where the Services are suspended under clause 11.1, the suspension will continue in force until such time as the Council is satisfied that the Corporation has taken adequate steps to, as the case may be, ensure the Waste Receptacles left for collection on the Site are not contaminated, ensure safety concerns notified to it are addressed to the Council's reasonable satisfaction, or remedy the breach to the Council's reasonable satisfaction.
- 11.3. East Waste may, during any attendance at the Site to perform the Services, determine not to empty or collect Waste from the Waste Receptacles that have been left for collection on the Site (or any one of them) on any of the grounds that the Services may be suspended under clause 11.1. If East Waste makes a determination not to collect Waste under this clause then it must promptly advise the Council and the Council shall provide written notice to the Corporation of the decision and the reasons why within five (5) business days.

## 12. FORCE MAJEURE

- 12.1. If a Force Majeure Event causes delay or failure by a party to perform its obligations under this Agreement:
- 12.1.1. the party is not liable to the other parties for such delay or failure; and
  - 12.1.2. all obligations of a party under this Agreement are suspended until the Force Majeure Event ceases to apply.
- 12.2. A party which is, by reason of a Force Majeure Event, unable to perform its obligations under this Agreement (or any of them) must:
- 12.2.1. notify the other parties as soon as possible giving:
    - (a) reasonably full particulars of the Force Majeure Event;
    - (b) the date of commencement of the Force Majeure Event and an estimate of the time required to enable it to resume full performance of its obligations; and
    - (c) where possible, the means proposed to be adopted to remedy or abate the Force Majeure Event;
  - 12.2.2. use all reasonable diligence and employ all reasonable means to remedy or abate the Force Majeure Event as soon as possible;
  - 12.2.3. resume performance as soon as possible after termination of the Force Majeure Event or after the Force Majeure Event abates to an extent which permits resumption of performance;
  - 12.2.4. notify the other parties when the Force Majeure Event terminates or abates to an extent which permits resumption of performance; and
  - 12.2.5. notify the other parties when resumption of performance occurs.
- 12.3. If a delay or failure under this clause exceeds 60 days, the Council may immediately terminate this Agreement by written notice to the Corporation (**Termination Date**).
- 12.4. In the event of the Agreement being terminated pursuant to clause 12.3:
- 12.4.1. the Corporation remains liable to pay the Council the Fee for Services completed up to and including the Termination Date; and
  - 12.4.2. the Council and East Waste will not be liable to the Corporation for any cost, loss, expense or damage incurred by the Corporation in connection with the exercise by the Council of its rights under clause 12.3.

## 13. TERMINATION

- 13.1. The Council may terminate this Agreement without liability to the Corporation:
- 13.1.1. with immediate effect by written notice to the Corporation in the event the Corporation is in breach of its obligations under this Agreement and the breach is not remedied to the satisfaction of the Council or East Waste within fourteen (14) days of the Council notifying the Corporation in writing of the breach;
  - 13.1.2. by providing fourteen (14) days written notice to the Corporation if a Waste Receptacle is contaminated at any time after the Corporation has been issued with at least three (3) prior warnings in writing from the Council regarding a contaminated Waste Receptacle; or

- 13.1.3. by providing fourteen (14) days written notice to the Corporation if the Council is no longer able to provide the Services at the Site because:
- (a) East Waste notifies the Council it can no longer provide the Services at the Site; or
  - (b) of a change to the configuration of the storage of Waste at the Site or a change to waste management practices at the Site; or
  - (c) the Corporation is producing quantities of Waste for collection at the Site by the Council that are in excess of the maximum amounts specified in **Annexure A**.
- 13.2. The Council or the Corporation may terminate this Agreement without cause upon providing six (6) months' written notice to the other parties.
- 13.3. Termination of this Agreement by a party acting under this clause 13 does not affect the rights of the parties in respect of any antecedent breach of this Agreement by another party.

#### 14. GST

- 14.1. If a GST applies to impose tax on the Fee payable under this Agreement then:
- 14.1.1. the Fee is exclusive of GST;
  - 14.1.2. the Council may increase the Fee or the relevant part of the Fee by a percentage amount which is equal to the GST rate; and
  - 14.1.3. the Corporation shall pay the increased Fee on the due date for payment of the Fee.
- 14.2. The following definitions apply for the purposes of this clause 14:
- 14.2.1. "**GST**" has the same meaning as given to that term in the GST Legislation;
  - 14.2.2. "**GST Legislation**" means the *A New Tax System (Goods and Services Tax) Act 1999* and any similar legislation;
  - 14.2.3. "**GST Rate**" means 10% or such other percentage equal to the rate of GST imposed from time to time under GST Legislation;

#### 15. COUNCIL AS REGULATOR

The Council enters into this Agreement as a council acting under sections 7 and 36 of the Local Government Act 1999 and not in any other capacity. This Agreement does not preclude or preempt the exercise by the Council of any other regulatory function or power.

#### 16. COOPERATION AND GOOD FAITH

The parties agree that they will cooperate with each other and at all times act in good faith and with the joint objective of ensuring, subject to this Agreement, the continued provision of the Services at the Site.

#### 17. COSTS

Unless agreed otherwise, the parties will bear their own costs and expenses incurred in connection with negotiating, preparing and executing this Agreement and of all other transfers and instruments that may be prepared and executed hereunder.

## 18. ASSIGNMENT

18.1. Subject to clause 18.2, a party must not assign any of its rights or obligations hereunder.

18.2. East Waste may, with the consent of Council, assign its rights or obligations hereunder.

## 19. NOTICES

19.1. A notice under this Agreement is ineffective unless it is in writing.

19.2. A notice may be given:

19.2.1. by hand delivery; or

19.2.2. by prepaid post; or

19.2.3. by electronic transmission, including by email or by facsimile.

19.3. A notice is treated as having been given:

19.3.1. if delivered by hand before 5.00 pm on a Business Day, on that day, otherwise on the next Business Day;

19.3.2. sent by pre-paid mail in accordance with the Australia Post delivery Schedule for Regular letter service which can be accessed at <http://auspost.com.au/parcels-mail/standard-delivery-timetables.html>

19.3.3. if transmitted electronically:

- a) when the relevant email appears in the sender's sent log with properties disclosing an appropriate routing; and
- b) the sender does not receive a message from the system operator to the effect that the relevant email was undeliverable.

## 20. WAIVER

20.1. Any waiver of any provision of this Agreement is ineffective unless it is in writing and signed by the Party waiving its rights.

20.2. A waiver by a Party in respect of a breach of a provision of this Agreement by another Party is not a waiver in respect of any other breach of that or any other provision.

20.3. The failure by a Party to enforce any of the provisions of this Agreement at any time must not be interpreted as a waiver of that provision.

## 21. ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the parties in respect of the Services. It supersedes all prior communications, negotiations and agreements, whether oral or written, about the subject matter of this Agreement. No warranties, representations or guarantees of whatsoever nature not contained and recorded herein shall be of any force.

## 22. GOVERNING LAW

This Agreement is governed by the laws of South Australia.

## 23. VARIATION OF THIS AGREEMENT

This Agreement may only be varied in writing, signed by all parties.

**24. COUNTERPARTS**

This Agreement may be executed in any number of counterparts and all of those counterparts taken together will be deemed to constitute the same document.

**25. SEVERANCE**

- 25.1. Each word, phrase, sentence, paragraph and clause of this Agreement is severable.
- 25.2. If a court determines that a part of this Agreement is unenforceable, invalid, illegal or void, that part may be severed.
- 25.3. Severance of a part of this Agreement will not affect any other part of it.
- 25.4. Where a word, phrase, sentence, paragraph, clause or other provision of this Agreement would otherwise be unenforceable, illegal or void, the effect of that provision will, so far as possible, be limited and read down so that it is not unenforceable, illegal or void.

DRAFT

**EXECUTED** as an **AGREEMENT** by

**Executed by the CORPORATION OF THE CITY OF NORWOOD PAYNEHAM & ST PETERS** under delegated authority:

.....  
Officer sign

.....  
Officer position

.....  
Officer name

.....  
Date

**Executed by the EASTERN WASTE MANAGEMENT AUTHORITY INC** under delegated authority:

.....  
Officer sign

.....  
Officer position

.....  
Officer name

.....  
Date

**Executed by [PROPERTY OWNER / STRATA / COMMUNITY CORPORATION]:**

.....  
Signature of Authorised Office Bearer

.....  
Signature of Authorised Office Bearer

.....  
Name of Authorised Office Bearer

.....  
Name of Authorised Office Bearer

.....  
Date

.....  
Date

**SCHEDULE**

<b>ITEM 1</b> Commencement Date	The date that this Agreement is executed by the last of the parties to it.
<b>ITEM 2</b> Expiry Date	The date that is five (5) years after the Commencement Date.
<b>ITEM 3</b> Fee	One dollar (\$1) if demanded

DRAFT

## ANNEXURE A

### SERVICE SPECIFICATIONS

#### Type and Frequency of Service

- One (1) weekly collection and disposal of General Waste;
- One (1) weekly collection and disposal of Recyclables;
- One (1) weekly collection and disposal of Green Organics; and
- On call collection and disposal of Hard Waste no more than two (2) times per year (for up to the maximum annual volume specified below),

on days agreed between East Waste and the Corporation.

#### Maximum Volume of Waste

The maximum volume of Waste collected and the number of Waste Receptacles provided by the Council for the Site in connection with provision of the Services is set out in the table below.

General Waste (Red Waste Receptacle)	Recyclables (Yellow Waste Receptacle)	Green Organics (Green Waste Receptacle)	Hard Waste
## x 1,100L Red Waste Receptacles	## x 1,110L Yellow Waste Receptacles	## x 140L Green Waste Receptacles	0.77m <sup>3</sup> per household per year
<b>Total: ##L per week</b>	<b>Total: ##L per week</b>	<b>Total: ##L per week</b>	<b>Total: ## m<sup>3</sup> per year</b>



**ANNEXURE B**  
**WASTE MANAGEMENT PLAN**

DRAFT

# Attachment E

## Revised Waste Management Policy

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters

### PROPOSED BIN PROVISION UNDER REVISED WASTE MANAGEMENT POLCY

	Standard Provision	Additional Bin Lease and Non-Standard Service	Current Fee for Additional Bin Lease
<b>Residential – standard kerbside service</b>	1 x 140L	1 x 140L only for extenuating circumstances (6+ person household, medical grounds)	\$133 p/a
	1x 240L	1x 240L	\$66 p/a
	1x 240L	1x 240L	\$66 p/a
<b>Multi Dwellings and Apartments that exceed kerbside collection requirements</b>	NOT AVAILABLE	Non-standard service Case by case – no fee for service where cost is less than provision of standard kerbside service	N/A
	NOT AVAILABLE	Non-standard service Case by case– no fee for service where cost is less than provision of standard kerbside service	N/A -
	NOT AVAILABLE	Non-standard service Case by case– no fee for service where cost is less than provision of standard kerbside service	N/A
<b>Commercial Properties</b>	1 x 140L	No entitlement	N/A
	1x 240L	1x 240L	\$66 p/a
	1x 240L	1x 240L	\$66 p/a
<b>Primary and Secondary Schools</b>	1 x 140L – as an educational tool	No entitlement	N/A
	1x 240L – as an educational tool	No entitlement	N/A
	1x 240L – as an educational tool	No entitlement	N/A
<b>Community and Not for Profit Organisations</b>	1 x 140L	No entitlement	N/A
	1x 240L	1x 240L	\$66 p/a
	1x 240L	1x 240L	\$66 p/a

# Attachment F

## Revised Waste Management Policy

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

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Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



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



File Number: S.00045  
 Enquiries To: Rob Gregory  
 Direct Telephone: 8360 9001

20 February 2017

Mr Adam Faulkner  
 General Manager  
 East Waste  
 1 Temple Court  
 OTTOWAY SA 5013

Dear Adam

### UNAUTHORISED MOBILE GARBAGE BIN COLLECTIONS

I refer to the auditing of unauthorised mobile garbage bin collections within the Local Government Areas serviced by East Waste. That is, the collection of additional bins, whereby a valid permit has not been issued.

As you are aware, there is currently an inability to quickly and easily determine the legitimacy of mobile garbage bins presented for collection across much of the East Waste catchment and as such, this has resulted in an escalation of the number of unauthorised collections over time. I understand that East Waste is currently working towards more accurately defining this. I also understand that the cost of collecting unauthorised mobile garbage bins with the City of Norwood Payneham & St Peters is guesstimated to be in excess of \$100,000 per annum, though the actual cost is yet to be accurately quantified.

A recent example of the issue at hand was recently observed at 474-476 Payneham Road, Glynde, where there are a total of eight registered tenancies within commercial premises. On a recent collection day, a total of fourteen (14) recycling bins were presented and emptied, which represents at least six (6) additional collections the Council is paying for. A review of Council records revealed that there are no active second bin permits for this address. It was also noted there were in excess of eight waste bins for collection and/or stored on the property. A photograph of the situation is attached for your consideration.

Given the substantial average cost of waste collection across the various streams, the collection of unauthorised mobile garbage bins is of significant concern to the Council, particularly given the potential savings that can be derived if the unauthorised bin presentation rate is similar across other member Council areas which do not have an appropriate mechanism to determine ineligible collections (eg. RFID tags).

The Council formally considered this matter at its meeting held on the 6 February 2017 and resolved:

*That the Acting Chief Executive Officer forward a letter to Mr Adam Faulkner, General Manager of the Eastern Waste Management Authority ('East Waste'), recommending that the East Waste Board consider undertaking an audit of ineligible bins collected by East Waste.*

In light of the Council's resolution, I take this opportunity to request that East Waste consider undertaking a broad audit of the collection of mobile garbage bins across its catchment, with a view to understanding the extent of the unauthorised bin collection problem, the cost of the problem to Member Councils and that consideration be given to how this problem can be appropriately dealt with by East Waste and its Member Councils.

[http://onenpsp/sites/teams/ceo/executive/shared\\_documents/ceo/correspondence/general\\_public/2017/february/a\\_faulkner\\_east\\_waste\\_illegitimate\\_bin\\_collections\\_20170220.docx](http://onenpsp/sites/teams/ceo/executive/shared_documents/ceo/correspondence/general_public/2017/february/a_faulkner_east_waste_illegitimate_bin_collections_20170220.docx)



City of  
 Norwood  
 Payneham  
 & St Peters

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 EXECUTIVE'S  
 OFFICE

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Thank you in advance for considering this matter and I look forward to your reply. In the meantime, should you require any further information with respect to this matter please feel free to contact the Council's Manager, City Services, Rob Gregory by telephone on 8360 9001 or alternatively, email [rgregory@npsp.sa.gov.au](mailto:rgregory@npsp.sa.gov.au).

Yours sincerely



Carlos Buzzetti  
**ACTING CHIEF EXECUTIVE OFFICER**

Att.

Photo of excessive bins placed out for collection at 474-476 Payneham Road, Glyde on 6 February 2017.



# Attachment G

## Revised Waste Management Policy

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

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

# EastWaste

30 May 2017

Mr Mario Barone  
 Chief Executive Officer  
 City of Norwood, Payneham & St Peters  
 175 The Parade  
 Norwood SA 5067

Dear Mr Barone

*Mario*

**Re: Unauthorised Mobile Garbage Bin Collections**

Thank you for your correspondence dated 20 February 2017 requesting that East Waste conduct an audit of unauthorised mobile garbage bins in circulation in City of Norwood Payneham and St Peters. We understand from your correspondence that the issue of illegal additional bins at households and commercial premises may represent a cost to Council in the order of 100,000.

Your correspondence went on to suggest that the issue of auditing unauthorised bins across the entire East Waste Council Membership. To this regard, we presented this consideration to the East Waste Board on 27 April 2017, who resolved the following;

**6.7 CORRESPONDENCE RECEIVED FROM CITY OF NORWOOD PAYNEHAM & ST PETERS – UNAUTHORISED MOBILE GARBAGE BIN COLLECTIONS**

*Moved Mr Di Iulio that the Report is received and noted, and the Board will review the results of the City of Norwood, Payneham & St Peters audit process.*

*Seconded Cr Busato*

*Carried*

East Waste commenced the audit of unauthorised bins in March 2017. We apologise for the delay in our reply, but it became obvious that the auditing of bins in circulation is a complex task for the following reasons;

- Bin presentation rates – not all residents place each bin out for collection each and every nominated collection day/week (ie, organics and recycling bins are not always presented)
- Difficulties in determining bin ownership to property – this was particularly difficult in laneways and commercial properties
- East Waste driver participation in audit – due to constant changeover in drivers servicing the Council area, the instructions to complete the unauthorised bin audit was followed with intermittent vigor
- The bin stock do not contain RFID (radio frequency identification) chips



# EastWaste

In order to achieve the highest level of accuracy with the mobile garbage bin audit, East Waste employed three layers of audit methodology, being;

1. Desktop audit (4 weeks) – this was a validation of the number of collection registered in each collection vehicle against the number of Service Entitled Premises (SEPs). A SEP was defined as a property (residential, commercial and non-ratable) that is eligible to receive the kerbside 3 bin system. Allowances were made to accommodate the legitimate second bins as per Councils Second Bin Register
2. Field audit (drivers) (4 weeks) – the collection drivers servicing the Council area were instructed to identify each unauthorised mobile garbage bin by registering an “exception event” on their in-cab GPS fleet management system. These events are recorded in real time in East Wastes fleet management system providing an electronic record of the unauthorised bin and its location
3. Field audit (supervised)(5weeks) – following a review of the driver field audit data, a second round of field audits were conducted, this time accompanied by a Supervisor or Manager to manually mark down each unauthorised mobile garbage bin and its address

## Results

Audit Method	Results	Commentary
Desktop	<ul style="list-style-type: none"> <li>- There are less bins collected than there are SEPs</li> </ul>	<ul style="list-style-type: none"> <li>- This is due to presentation rates, as discussed under ‘bin presentation rates’ above</li> </ul>
Field Audit (drivers)	<ul style="list-style-type: none"> <li>- Residential 0-1% unauthorised bins</li> <li>- Laneways 1-2% unauthorised bins</li> <li>- Commercial 3-4%</li> </ul>	<ul style="list-style-type: none"> <li>- Primarily green organics bins</li> <li>- Evidence of “double dipping” where resident places bin out in laneway and again on road frontage</li> <li>- Difficult to determine who’s bin was matched to which property</li> </ul>
Field Audit (supervised)	<ul style="list-style-type: none"> <li>- Residential 1-2% unauthorised bins</li> <li>- Laneways 2-4% unauthorised bins</li> <li>- Commercial 6-8%</li> </ul>	<ul style="list-style-type: none"> <li>- Primarily green organics bins</li> <li>- Evidence of “double dipping” where resident places bin out in laneway and again on road frontage</li> <li>- Difficult to determine who’s bin was matched to which property</li> </ul>

It became clear during the audits that the number of unauthorised mobile garbage bins is less than previously thought, and represents an over servicing cost closer to \$16,500 - \$33,000. However we stress the difficulties in accurately measuring the number of mobile garbage bins discussed earlier in this letter.

What was clear was a trend in some circumstances of “double dipping” in laneways, and an unauthorised mobile garbage bin issue at some commercial properties. Again, it is difficult without an accurate bin register or RFID chipped bins to readily determine which bin belongs to which property in laneway and commercial settings.



# EastWaste

## Recommendations

We respectfully make the following recommendations, and East Waste is ready to assist Council in any way that we can to reduce or remove the over servicing and unauthorised mobile garbage bins.

R1: Any future stolen, missing, irreparable bins be replaced with an MGB inclusive of an RFID chip. RFID chips are approximately \$1.50 - \$2.00, and all East Waste vehicles are equipped with technology to read the chips. While this "bleeding in" of RFID into Councils bin stock will take a long time, it does start to future proof the bin asset.

R2: If a Council wide bin replacement program (rollout) eventuates, then all bins are to contain RFID chips and the contractor is to manage an accurate bin rollout database which is handed over to East Waste/Council at the completion of the rollout

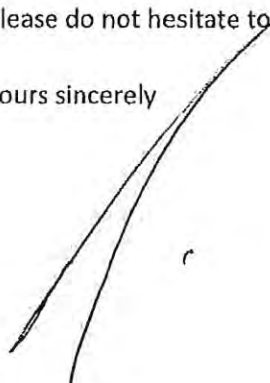
R2.1: Any Council wide bin replacement program (rollout) is only to replace legitimate bins at any SEP (ie do not replace bin for bin, but rather only provide entitled bins)

R3: Opt into East Wastes upcoming MGB Supply Contract to realise savings in ongoing bin supply, replacement and repair. Following an open tender process, East Waste is finalising a mobile garbage bin supply contract which significantly reduces the costs of bin supply, replacement and repair. This Contract is available for any East Waste Member Council to opt into at any time.

R4: Council may consider a more acute audit of mobile garbage bins at commercial premises to determine legitimate bins

Please do not hesitate to contact me directly on (08) 8347 5111 to discuss this matter further

Yours sincerely

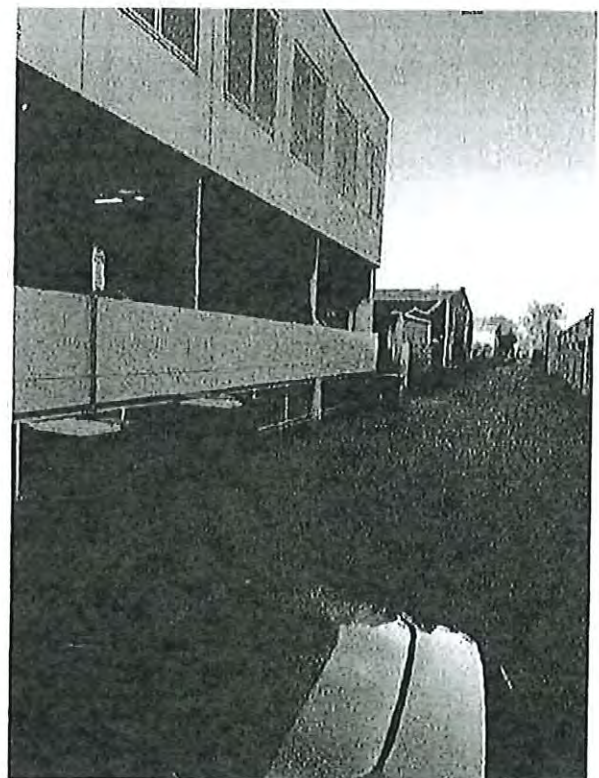
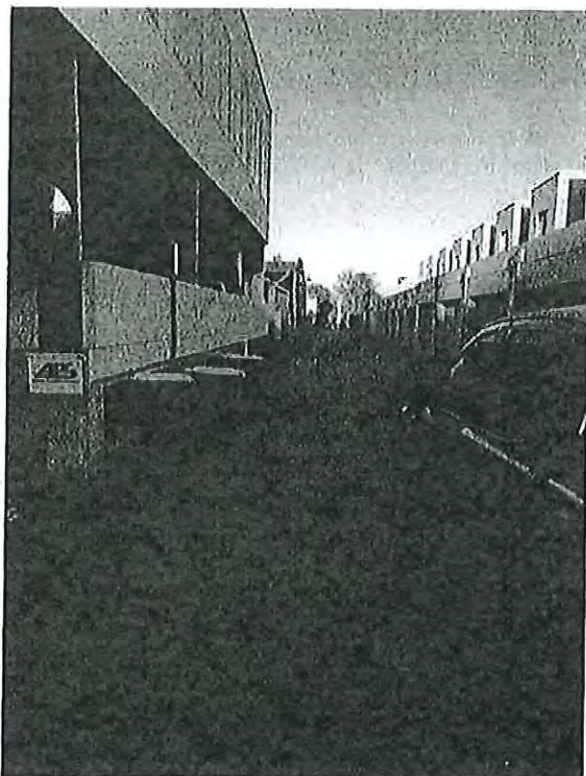
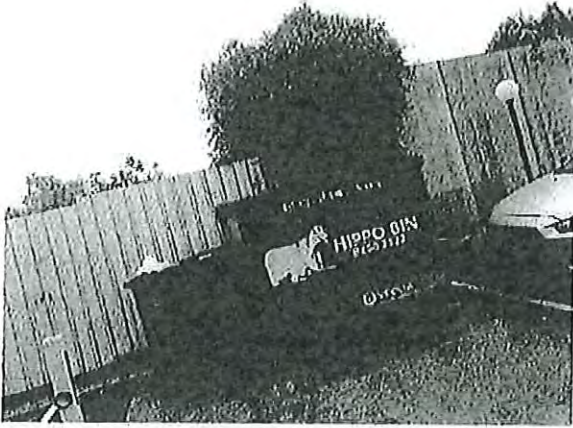
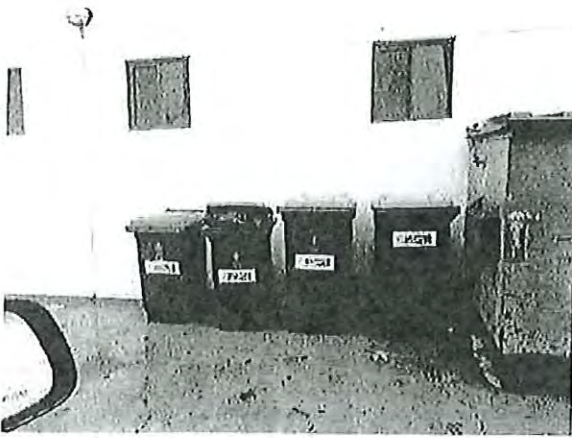


Adam Faulkner  
General Manager  
East Waste

Enc. Photos depicting difficulties in locating bin ownership to property

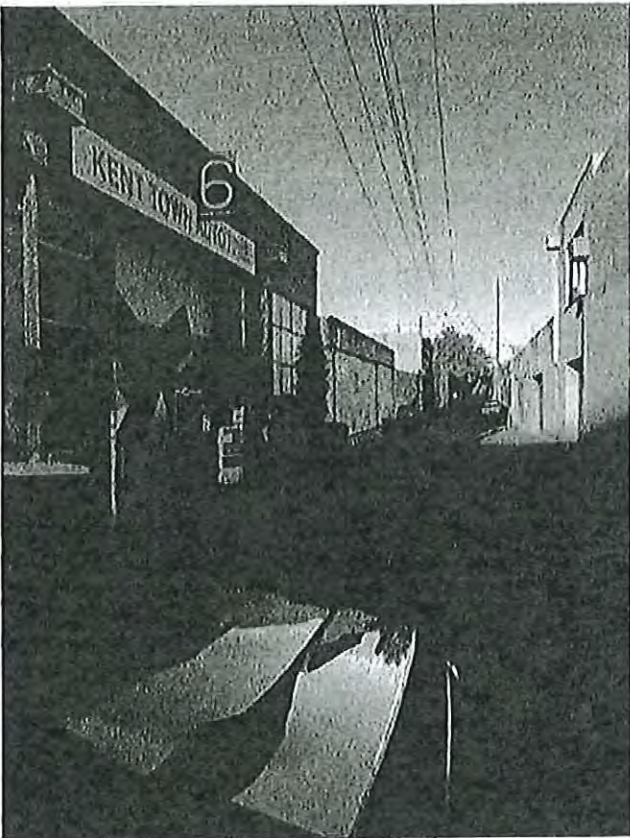
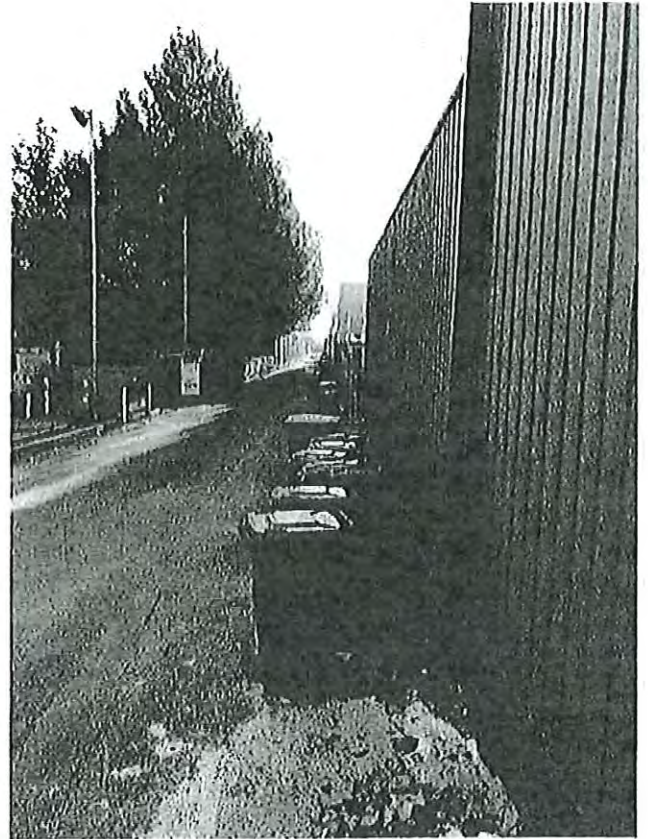


Photos depicting difficulties in locating bin ownership to property





Photos depicting difficulties in locating bin ownership to property



# Attachment H

## Revised Waste Management Policy

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## EAST WASTE

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• City of Campbelltown • Corporation of The Town of Walkerville • City of Mitcham

### Agenda Item 7.7

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**REPORT SUBJECT:** City of Norwood, Payneham & St Peters – Unauthorised Mobile Garbage Bin Collections Review

**REPORT AUTHOR:** General Manager

**MEETING DATE:** Thursday 21 September 2017

**ATTACHMENTS:** Nil

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#### Purpose of the Report

To provide the Board with an update regarding the East Waste audit completed on Unauthorised Garbage Bin Collections throughout the City of Norwood, Payneham & St Peters.

#### Report

At the meeting held 27 April 2017, the East Waste Board resolved:

**6.7 CORRESPONDENCE RECEIVED FROM CITY OF NORWOOD PAYNEHAM & ST PETERS –  
UNAUTHORISED MOBILE GARBAGE BIN COLLECTIONS**

*Moved Mr Di Iulio that the Report is received and noted, and the Board will review the results of the City of Norwood, Payneham & St Peters audit process.*

*Seconded Cr Busato* **Carried**

East Waste commenced an audit on unauthorised garbage bins on behalf of the City Norwood, Payneham & St Peter in March 2017. During the audit, it became obvious that the task was more complex than initially thought principally due to the following reasons:

- Not all residents place each bin out for collection each and every nominated collection day/week;
- It was extremely difficult to determine the ownership of a bin to a property. This was compounded where associated with units and extremely difficult in laneways; and
- Establishing the ownership of numerous bins in large Commercial sites with multiple businesses/tenants.

In order to achieve the highest level of accuracy with the mobile garbage bin audit, East Waste employed three layers of audit methodology, being:

1. Desktop audit (4 weeks) – this was a validation of the number of collections registered in each collection vehicle against the number of Service Entitled Premises (SEPs). A SEP was defined as a property (residential, commercial and non-rateable) that is eligible to receive the kerbside 3 bin system. Allowances were made to accommodate the legitimate second bins as per Councils Second Bin Register.
2. Field audit (drivers) (4 weeks) – the collection drivers servicing the Council area were instructed to identify each unauthorised mobile garbage bin by registering an “exception event” on their in-cab GPS fleet management system. These events are recorded in real time in East Wastes fleet management system providing an electronic record of the unauthorised bin and its location.



## EAST WASTE

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3. Field audit (supervised) (5weeks) – following a review of the driver field audit data, a second round of field audits were conducted, this time accompanied by a Supervisor or Manager to manually mark down each unauthorised mobile garbage bin and its address.

The results of the audits are detailed in Table 1 (refer Table 1).

**Table 1: Results of NPSP unauthorised Bin Audit**

Audit Method	Results	Commentary
Desktop	<ul style="list-style-type: none"> <li>There are less bins collected than there are SEPs</li> </ul>	<ul style="list-style-type: none"> <li>This is due to presentation rates.</li> </ul>
Field Audit (drivers)	<ul style="list-style-type: none"> <li>Residential 0-1% unauthorised bins</li> <li>Laneways 1-2% unauthorised bins</li> <li>Commercial 3-4%</li> </ul>	<ul style="list-style-type: none"> <li>Primarily green organics bins.</li> <li>Evidence of “double dipping” where resident places bins out in laneway and again on road frontage.</li> <li>Difficult to determine ownership of bins against properties.</li> </ul>
Field Audit (supervised)	<ul style="list-style-type: none"> <li>Residential 1-2% unauthorised bins</li> <li>Laneways 2-4%% unauthorised bins</li> <li>Commercial 6-8%</li> </ul>	<ul style="list-style-type: none"> <li>Primarily green organics bins.</li> <li>Evidence of “double dipping” where resident places bin out in laneway and again on road frontage.</li> <li>Difficult to determine ownership of bins against properties.</li> </ul>

The audit has highlighted the number and extent of unauthorised mobile garbage bins is significantly less than previously thought, and represents an over servicing cost in the range of \$16,500 - \$33,000. The rate is still less than the total SEP and any short-term resolution measure employed by the Council would likely outweigh the financial benefit derived.

Defined tracking of individual bins via RFID tags will ultimately eliminate ‘double dipping’ however Administration’s assessment is that this is only cost effective as part of a new bin rollout, with retrofitting being economically unviable.

### RECOMMENDATION

That the Report be received and noted.

# Attachment I

## Revised Waste Management Policy

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**Norwood  
Payneham  
& St Peters**




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**NAME OF POLICY:** Waste Management Policy

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**POLICY MANUAL:** Governance

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## PURPOSE

The Waste Management Policy (the “Policy”) sets out the kerbside waste and recycling collection services provided by the City of Norwood Payneham & St Peters, including waste to landfill, recyclables, food organics, garden organics and hard waste.

The objectives of the Policy are to:

- provide a sustainable kerbside waste and recycling service;
- set clear guidelines for the provision of waste collection services; and
- establish service levels which minimise waste material sent to landfill.

This Policy is not intended to replace or override the provisions of the Council’s *By-law No 6 – Waste Management By-law 2018*. An occupier of premises must ensure compliance with both the requirements of this Policy and the *Waste Management By-Law 2018* at all times in relation to waste management and collection. In the event of any inconsistency between the two, this Policy shall prevail.

## PRINCIPLES OF SERVICE PROVISION

The Council’s Strategic Management Plan, *CityPlan 2030*, includes the aspiration of being “a leader in environmental sustainability”. The provision of a kerbside waste collection system, which provides for the maximum possible diversion of waste from landfill, will assist to achieve that outcome.

The key principles which guide the Policy are:

- that the Council will provide a standard level of waste collection services to all residential and commercial properties which have a rateable assessment, with the exception of hard waste and e-waste collection services, which are only available for residential properties;
- that the standard level of service seeks to divert waste from landfill through the provision of separate collections of dry recyclables and organic waste;
- that additional services above the standard level of service may be provided at a fee.

The Council provides the standard waste service to all Separately Rated Properties on the basis of fairness and equity, without abuse of the Council’s resources.

## DEFINITIONS

For the purposes of this Policy, the following definitions apply:

“**Additional bins**” means bins that are leased by residents or property owners in addition to the standard set of bins provided by Council. The standard provision of bins is described in this policy.

“**Domestic Waste**” means any kind of domestic and non-organic kitchen waste generated from residences including, but not limited to, broken crockery, clothing, material, broken and cooking glass items, hoses, polystyrene, ropes and soft plastics but excludes building materials, effluent, liquids,

metal, rocks, soil, lead acid batteries, wood and any toxic waste and any other materials or items that may be specified by the Council from time-to-time and noted on the Council's website.

**“Food Organics and Garden Organics (FOGO)”** means domestic organic matter including:

- Food and kitchen scraps (e.g. fruit, vegetables, dairy, meat);
- Paper and cardboard not suitable for recycling because it is too small (e.g. shredded paper or pieces smaller than a credit card) or has organic matter on it (e.g. pizza boxes, paper towel, tissues);
- Organic garden material (e.g. tree prunings, weeds, garden clippings) which are capable of being commercially composted ; and
- Pet waste (including cat litter that is compostable, noting that not all cat litter is compostable)
- And any other materials or items that may be specified by the Council from time-to-time and noted on the Council's website.

**“East Waste”** means the Eastern Waste Management Authority Incorporated ABN 15 972 100 754, a regional subsidiary of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood Payneham & St Peters, City of Mitcham, the Corporation of the Town of Walkerville and the City of Prospect, established pursuant to Section 43 of the *Local Government Act 1999*.

**“Hard Waste”** means any internal and/ or external domestic items generated from residential premises that cannot be collected as part of general waste, food and garden organics or recycling services. This includes (but is not limited to) fridges, electrical items (e-waste), mattresses, damaged furniture items, but excludes any Domestic Waste or other items that may be specified by the Council and noted on its website.

**“MGB”** means a Mobile Garbage Bin, the wheeled containers used to collect and store domestic waste-to-landfill, recycling and organic waste produced at a Separately Rated Property and approved by the Council.. MGBs of varying size (140 litre, 240 litre or 360 litre) are allocated depending on property type and material volumes.

**“Non standard waste service”** means the provision by the Council of a waste collection service above the standard entitlement and/or the standard waste service in accordance with this Policy.

**“Recyclables”** means materials (excluding organics) which can be processed for further reuse at a recycling facility, such as bottles, cans, paper, card, aluminium, tin and rigid plastics packaging.(eg. milk and detergent bottles, takeaway food containers, margarine containers), and any other materials or items that may be specified by the Council from time-to-time and noted on the Council's website.

**“Separately Rated Property”** means any property with a rates assessment within the City of Norwood Payneham & St Peters

**“Separately Rated Commercial Property”** means a Separately Rated Property of a commercial or industrial nature.

**“Separately Rated Residential Property”** means a Separately Rated Property of a residential nature.

**“Standard waste service”** means the provision by the Council of a kerbside waste collection service for the three (3) waste streams of Waste to Landfill, Recyclables, and Food Organics and Green Organics, comprising the standard MGB entitlement and the collection frequency determined by the Council and as set out in this Policy;

**“Waste”** means any discarded object or material (whether or not it has any apparent value) .

**“Waste to Landfill”** means residual waste including Domestic Waste that has no better or more appropriate avenue of disposal and excludes Recyclables, Food Organics and Garden Organics, Hard Waste, hazardous waste and e-waste.

## PROVISION OF BINS

The Council will provide MGBs to all Separately Rated Properties. The MGBs will be branded with the Council's logo and remain the property of the Council. Only Council-provided and approved MGBs may be used for kerbside waste collection. New bins issued by the Council will include a Radio Frequency Identification Device (RFID) chip to link to the allocated property address and assist with bin tracking.

The Council retains ownership of all MGBs (including any additional MGBs leased from the Council in accordance with this Policy), with ongoing repair and replacement carried out by East Waste, at the Council's discretion in all respects.

Residents must not take MGBs with them if they move properties and must not move bins between properties within the City of Norwood Payneham & St Peters without written approval from the Council.

## SERVICE ENTITLEMENT

The waste minimisation hierarchy of “*waste avoidance, reduction and reuse*” underpins the Council's provision of waste and recycling services. The Council will provide a regular kerbside waste collection service using a three (3) bin system with varying bin capacities to encourage recycling and reduce the volume of waste sent to landfill.

All Separately Rated Properties, regardless of the size or type of the property, are entitled to access the Council's standard waste service comprising the three (3) waste streams of Waste to Landfill, Recyclables, and Food Organics and Green Organics, unless alternative arrangements are approved in writing by the Council, in accordance with this Policy.

For the purposes of waste collection, service entitlement is based on Separately Rated Properties not on the number of allotments or Certificates of Title for the land.

Hard waste and e-waste collection services will only be provided for residential properties.

### Collection of Waste

The Council's standard waste service provides the following frequency of collection:

- Waste-to-landfill collection – weekly;
- Recycling collection – fortnightly;
- Food organics and garden organics collection – fortnightly; and
- Hard waste and electronic waste (e-waste) collection – two (2) free at call collections per annum, with an additional two (2) collections available per annum for a fee.

Guidance for the placement and removal of MGBs to facilitate the collection and removal of waste from a premises are set out in the Council's *By-law No 6 - Waste Management By-law 2018* and must be complied with by the occupier of a premises.

In particular, the occupier of a premises must ensure that MGBs are placed on the road for collection on the collection day designated by the Council (or the night before, and not earlier) and that MGBs are removed from the road within 24 hours of collection.

Collections will be undertaken by East Waste or other appointed contractor. Collection trucks will only collect bins placed on the road for collection and will not access private land unless a non-standard waste service has been negotiated for the premises in accordance with this Policy.

Other non-standard waste services using other approved bin types (eg large capacity bins) are set out in this Policy.



### Residential Properties

Each Separately Rated Residential Property will be entitled to receive the standard waste service, comprising the following MGBs:

- One (1) 140 litre waste to landfill bin (red lid);
- One (1) 240 litre recyclables bin (yellow lid); and
- One (1) 240 litre food and garden organics bin (green lid).

The exceptions to this general provision where groups of properties share the same bin storage areas or kerbside bin presentation areas where:

- it is not physically practical to store all bins within a property;
- it is not possible or is hazardous to fit all bins on the kerbside for collection;
- in the case of new dwellings seeking Development Approval, where more than ten (10) bins would need to be presented at the kerbside for any collection service; or
- where it is not possible to place bins in a manner suitable for safe and convenient kerbside collection by East Waste's collection vehicle.

In these circumstances, a non-standard waste service may be applied for and granted at the absolute discretion of the Council, in consultation with East Waste, as set out under the Non Standard Waste Service clause of this Policy.

The Council will not provide an additional collection service where:

- a body corporate or group of properties has in place commercial service arrangements and is seeking to have concurrent collection arrangements through a Council provided service; or
- where condition of Development Approval remains ongoing and stipulates a requirement for private commercial waste collection.

However if either of these circumstances change (such as a commercial contract terminating or a planning condition being varied through a new Planning Consent), these may be eligible to use Council services subject to meeting the requirements of this Policy.

### Residential Properties – Additional Bin Leases

An additional food and garden organics and/ or recycling MGB may be applied for via East Waste, for each Separately Rated Residential Property. An annual lease fee will apply to each additional bin, as set out in the Council's Fees and Charges Schedule (as amended from time-to-time).

An additional waste-to-landfill MGB will only be provided where extenuating circumstances can be demonstrated by an Applicant and a request is submitted in writing to the Council and approved by the Council at its absolute discretion. Extenuating circumstances may include medical conditions and large families with six or more family members. Up to one additional waste-to-landfill MGB may be provided per separately rated property following successful written application to Council. An annual lease fee will apply to any approved additional landfill bin, as set out in the Council's Fees and Service Schedule. Additional bins will be removed where any applicable annual licence fee remains outstanding.

### Multi Unit Dwellings and Apartments

Each residential dwelling and Separately Rated Commercial Property within a multi-dwelling complex are entitled to the Council's standard waste service all three MGBs, provided the total number of bins presented for kerbside collection from the complex as a whole is no more than ten (10) bins.

Where the number of bins would exceed more than ten (10) bins to be collected from the kerbside, the property owner or Strata/ Community Corporation may:

- a) Choose, with the approval of Council, to share a lesser number of bins for the whole property, with any sharing arrangements being required to maintain waste collection standards to the

satisfaction of Council and with the standard waste collection service to continue to be provided; or

- b) apply to the Council for a non-standard waste service as set out below; or
- c) organise for an on-site shared waste collection arrangement with a commercial waste contractor (at their cost) instead of the Council's standard waste service.

The Council and East Waste may at its absolute discretion undertake a standard collection service for multiple dwellings where no of bins at kerbside exceeds ten (10), depending on storage and accessibility requirements and location of council infrastructure and services.

#### Non-standard Waste Service

Where multiple residential dwellings (located within a multi-dwelling complex) or apartment developments are not suitable (or exceed the parameters) for the standard kerbside collection, the Council will consider applications for the provision of a non-standard waste service, which may include the provision of larger capacity bins, on-site collection, increased frequency of collection of recyclables and organic waste, all subject to consideration on a case-by-case basis.

For new developments or proposals for a new non-standard waste service, a written application will be made by the property owner or Community/ Strata Corporation to the Council accompanied by a Waste Management Plan, prepared by a suitably qualified waste management consultant.

The Waste Management Plan should address the following:

- a commitment to waste reduction and waste separation across all three streams (recyclables, food and garden organics and landfill) together with additional waste streams (eg e-waste, hard waste);
- waste generation and storage volumes (not exceeding the rates contained in Table C.2 of the *South Australia Better Practice Guide Waste management for Residential and Mixed Use Developments* (2014));
- suitable collection and storage infrastructure available (bin sizes, bin chutes, common storage areas/ enclosures etc);
- designation of the person(s) responsible for the management of bins (including any securing, emptying and moving of bins on site);and
- access arrangements including manoeuvring areas, height clearances, site gradients, security etc;
- noise attenuation, ventilation and other amenity measures for occupants of the building/ complex; and
- any other issues relevant to the storage and collection of waste materials on the site or other reasonable requirements of the Council.

Applications for a non-standard waste service will be assessed by the Council, in consultation with East Waste and will need to demonstrate cost and resource efficiencies in comparison to the standard kerbside waste service. Where the cost of collecting materials from larger bins would not cost more than if the standard kerbside service was provided to all eligible properties on the site, there will be no additional charge for the non-standard service. Where the cost of servicing dwellings through a non-standard waste service would exceed the standard service, this will only be considered at the Council's discretion and if approved, would be subject to a fee-for-service to be agreed by the Council and East Waste.

The assessment of applications for a non-standard waste service will also be based upon the guidelines (including as amended from time to time) contained within:

- *East Waste – Waste Management and Services Guide for Multi Unit Dwellings* (2021); and
- *South Australia Better Practice Guide Waste management for Residential and Mixed Use Developments* (2014).

Where an application for a non-standard waste service is approved by the Council, a Waste Collection Service Agreement (or similar) must be entered into between the Council, East Waste and the property owner or the Strata / Community Corporation (where relevant).

The Waste Collection Service Agreement will include the agreed specifications of the waste collection service to be provided at the property by the Council (including in relation to provision of MGBs, waste volumes, collection frequency and applicable fees) and will outline the responsibilities of each party. In addition, the Agreement will ensure that appropriate indemnities are provided by the property owner or the Strata / Community Corporation to the Council and East Waste in relation to the provision of the waste collection service on the property. The Waste Management Plan for the property will also be attached to the Agreement once approved by the Council and East Waste.

A Waste Collection Service Agreement for the provision of a non-standard waste service may be entered into with the Council and East Waste for up to a period of five (5) years.

#### Commercial Properties (including Child Care Centres)

Whilst it is not a core (or legislated) responsibility of the Council to collect waste generated by businesses, a standard collection service will be made available to Separately Rated Commercial Properties to encourage the correct sorting and disposal of waste, where the nature and volume of waste generated is comparable with that of domestic properties. Waste and materials as a by-product of commercial processing or industrial activity and building waste is not able to be included for collection.

Each Separately Rated Commercial Property will be entitled to receive the standard waste service comprising the following MGBs:

- One (1) 140 litre waste to landfill bin (red lid);
- One (1) 240 litre recyclables bin (yellow lid); and
- One (1) 240 litre organics bin (green lid).

The standard MGB entitlement and frequency of collection offered to Separately Rated Commercial Properties will not be increased if a property has a number of tenancies or sub-leases (eg. where several businesses coexist within the one rateable property).

#### Commercial Properties – Additional Bin Leases

An additional food and garden organics and/ or recycling MGB may be applied for, for each Separately Rated Commercial Property. An annual lease fee will apply to each additional bin, as set out in the Council's Fees and Charges Schedule (as amended from time-to-time).

No additional waste to landfill MGB will be provided to a Separately Rated Commercial Property. Any landfill waste requirements over and above the single MGB capacity (red bin - 140L) will be deemed to be commercial in scale, whereby suitable waste disposal arrangements are the responsibility of the business.

#### Primary and Secondary Schools

Waste collection services and the provision of bins for schools is the responsibility of the Department for Education (for public schools) and in the case of a private school, the school administration. Waste education programs are offered to schools through East Waste (or its contractors). To assist those schools which have completed the waste education program, the Council is able to provide one set of three bins (3) MGBs (one (1) each for Waste to Landfill, Recyclables, and Food Organics and Garden Organics) as an educative tool and these will be collected by the Council as part of its standard kerbside collection service. However, the Council will not provide further bins to cater for the entire waste collection needs of the school. A request for access to the three (3) bin system as an educative tool, must be submitted to the Council in writing. Schools will not be eligible for additional bin leases.

#### Community and Not- for- Profit Organisations

Community and Not-for-Profit Organisations are entitled to access the Council's standard waste service and will be provided with one set of MGBs (1 x 140L waste to landfill, 1 x 240L Recycling and 1 x 240L Organics).

An additional food and garden organics and/ or recycling MGB may be applied for, for each Community or Not-for- Profit organisation. An annual lease fee will apply to each additional bin, as set out in the Council's Fees and Charges Schedule (as amended from time-to-time).

No additional waste to landfill MGB will be provided to a Community or Not-for- Profit organisation. Any landfill waste requirements over and above the single MGB capacity (red bin - 140L) will be deemed to be in excess of the Policy, whereby suitable waste disposal arrangements are the responsibility of the organisation.

### **PROVISION OF KITCHEN ORGANICS BASKETS**

The Council provides each Separately Rated Residential Property with:

- One (1) 8 litre Kitchen Organics Basket; and
- Access to 150 compostable liner bags per financial year

The items above will be available from Customer Service Centres at the Norwood Town Hall, Norwood Library, St Peters Library and Payneham Library, during business hours. Proof of address for a Separately Rated Property is required.

Kitchen Organics Baskets are limited to one per Separately Rated Residential Property. These baskets have previously been provided to all households. New baskets may be provided at no cost to residents if:

- Baskets are damaged – the damaged baskets may be exchanged for new baskets (at Customer Service Centres); or
- Residents move into a house and there is no kitchen basket (either a new house or an existing house).

Free rolls of compostable bags are limited to 150 bags per financial year per separately rated property.

The Council may make available additional rolls of compostable bags and kitchen organic baskets for purchase by residents of the City of Norwood Payneham & St Peters at an additional charge as per the Council's Fees and Charges Schedule (as amended from time-to-time).

Residents may also purchase and use compostable bags from retail outlets provided the bags meet Australian Standard AS 4736-2006.

In recognition of the importance of waste education and good waste practices, primary and secondary schools will be supplied (at no charge) one (1) Kitchen Organics Basket per classroom and an annual provision of one roll (75) compostable bags per classroom, subject to the requirements below:

- Confirmation that all collected organics are commercially composted; and
- Demonstration of regular school –hosted events and communications encouraging waste minimisation.

### **HARD WASTE SERVICE FOR RESIDENTIAL PROPERTIES AND NOT-FOR-PROFIT ORGANISATIONS**

Separately Rated Residential Properties and Not-for-Profit organisations are entitled to book two (2) free At Call Hard Waste Collections (of up 2 cubic metres) per financial year. Separately Rated Residential Properties and Not-for-Profit organisations can also purchase two (2) additional At Call Hard Waste Collection per financial year, with the same volume restrictions as above. Additional collection charges are set out in Council's Fees and Charges Schedule (as amended from time-to-time).

Residents and Not-for-Profit organisations must follow the guidelines for Hard Waste that are published on the Council's website and any operational directions provided by East Waste from time-to-time. Failure to comply with these guidelines and directions may result in the Hard Waste not being collected.

It is expected that waiting times will apply to the service and these will be advised at the time of requesting the service. These waiting times may vary depending on operational requirements.

Items placed out for collection in excess of the maximum amount, and nonacceptable items, will not be collected and will be the requester's responsibility for removal.

The Council or East Waste may engage a contractor to remove reusable or recyclable items from hard waste to reduce the waste of useful resources.

### **MISSED SERVICES AND COMPLAINT RESOLUTION**

The Council will provide customer service and complaint resolution in conjunction with East Waste, including complaints where bins have not been emptied as a result of a missed or refused service.

### **STOLEN VANDALISED OR DAMAGED BINS**

The Council will replace lost and stolen MGBs where it can be established that the loss of the bin was beyond the control of the property owner or occupier. The property owner or occupier must complete and sign a Missing/ Vandalised Bin Form, available from East Waste, online or from the Council Customer Service Centres.

The Council, or its service provider, will repair or replace bins at its cost where damage has occurred due to:

- Reasonable wear and tear;
- Manufacturing defect;
- Vandalism (outside the control of, and not due to the negligence of the property owner); or
- Collection by a waste collection vehicle.

In all other cases, the property owner or occupier will need to pay for the repair or replacement of the bin. The property owner or tenant will be responsible for keeping bins clean and in a good state of repair.

The property owner or occupier is responsible for keeping their allocated MGBs in a clean and sanitary condition and maintained in good order and repair at all times. In addition, the property owner or occupier must ensure each MGB is kept securely covered or sealed on their property, except when waste is being deposited in or removed from the container.

### **ENFORCEMENT AND WITHDRAWAL OF SERVICE**

The Council reserves the right to withdraw waste collection services from any commercial or industrial premises or to take other enforcement action at any time, due to non-compliance with the requirements of this Policy or the Council's *Waste Management By-Law 2018*.

The Collection of MGBs may be refused to properties that:

- fail to use the approved MGB;
- are late in placing a MGB out for collection or removing a MGB from the road within 24 hours of collection;
- place insanitary or prohibited waste out for collection (see below);
- place a MGB out for collection that weighs more than 60 kg;
- overfill a MGB so that the lid does not close / material protrudes from the MGB;
- place a MGB in a location that can't be reached by the collection vehicle;
- place a MGB incorrectly with the handles towards the kerb; or
- fail to use MGBs correctly, leading to contamination of recyclables or organics.

When the contents of a bin has not been emptied, a sticker will be placed on it by East Waste, indicating the reasons for refusal. East Waste has the discretion to accept MGBs that could be refused under this Policy, subject to stickers being placed on these MGBs to advise that future collections may not be made unless remedial action is taken.

The Council reserves the right to cease a collection service for any commercial or industrial premises when there is repeated misuse of bins, including continually leaving bins on the kerbside after collection or continually placing bins so they are inaccessible to East Waste's collection vehicles.



The Council reserves the right to temporarily withdraw waste collection services from any residential premises or to take other enforcement action under relevant legislation, due to non-compliance with the requirements of this Policy (including for the reasons set out above) or the Council's *Waste Management By-law 2018*.

### **PROHIBITED WASTE**

The following substances are **prohibited** from being placed within MGBs:

- Hot ashes; liquids; dust and fine loose material unless it is securely wrapped in paper; pool chemicals; paints, varnishes and solvents; listed waste (refer to Schedule 1 of the *Environment Protection Act 1993*) as amended from time-to-time; car batteries; acids and alkalis; soil, sand, gravel, rocks; building materials including concrete, bricks, masonry, tiles; asbestos; bitumen; vehicle bodies, engines and parts; tyres; explosives and ammunition; gas bottles; medical waste (includes prescribed waste from dental and veterinary practices); wastes resulting from medical or veterinary research; radioactive waste; and
- Any other item or substance that could constitute a hazard to the waste collectors, to the mechanism of the collection vehicle and/or to the environment as determined by the Council or East Waste from time-to-time.

### **REVIEW PROCESS**

The Council will review this Policy within three (3) years of the adoption date of the Policy.

### **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Manager, City Services, telephone 8360 9007.

### **ADOPTION OF THE POLICY**

This Policy was adopted by Council on

### **TO BE REVIEWED**

The Policy will be reviewed by

# Attachment J

## Revised Waste Management Policy

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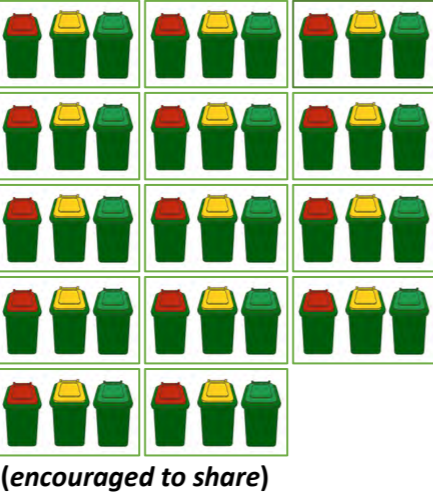
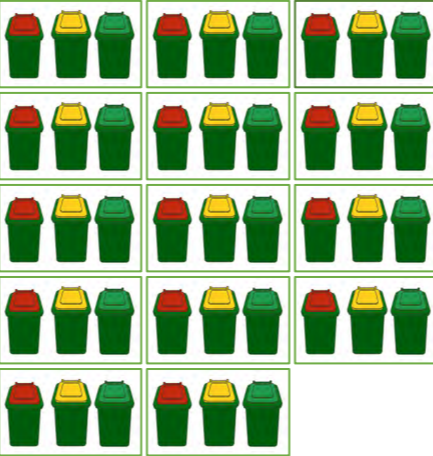















City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555  
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Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
**Norwood  
Payneham  
& St Peters**

COMPARISON OF SECOND BIN PERMIT ENTITLEMENT UNDER CURRENT POLICY AND PROPOSED POLICY

Land Use/ Type	Current Policy (2010)		Proposed Policy (2021)	
	Standard Provision	Second Bin Lease	Standard Provision	Second Bin Lease
<b>Residential –Low Density</b> 				
<b>Residential – Multi Unit</b>  (Eg 14 apartments)	 <p><i>(encouraged to share)</i></p>		 <p>Requires: Waste Management Plan Waste Collection Service Agreement <b>Only where cost &lt; standard provision</b></p>	<p>Not applicable</p>
<b>Commercial</b> 				
<b>Primary and Secondary Schools</b> 		(other types of properties) 	 <p>(As an educational tool)</p>	
<b>Community and Not for Profit Organisations</b> 				

## **Section 2 – Corporate & Finance**

### **Reports**

## 11.2 MONTHLY FINANCIAL REPORT – AUGUST 2021

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**REPORT AUTHOR:** Financial Services Manager  
**GENERAL MANAGER:** General Manager, Corporate Services  
**CONTACT NUMBER:** 8366 4585  
**FILE REFERENCE:** qA78171  
**ATTACHMENTS:** A

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### **PURPOSE OF REPORT**

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

### **BACKGROUND**

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

### **RELEVANT STRATEGIC DIRECTIONS AND POLICIES**

Nil

### **FINANCIAL AND BUDGET IMPLICATIONS**

Financial sustainability is as an ongoing high priority for the Council. The Council adopted a Budget which forecasts an Operating Surplus of \$471,000 for the 2021-2022 Financial Year.

For the period ended August 2021, the Council's Operating Surplus is \$2.340 million against a budgeted Operating Surplus of \$2.025 million, resulting in a favourable variance of \$315,000.

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

Not Applicable.

### **RESOURCE ISSUES**

Not Applicable.

### **RISK MANAGEMENT**

Not Applicable.



## CONSULTATION

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

## DISCUSSION

For the period ended August 2021, the Council's Operating Surplus is \$2.340 million against a budgeted Operating Surplus of \$2.025 million, resulting in a favourable variance of \$315,000.

Employee expenses are \$280,000 to the Adopted Budget which is the result of the following:

- vacancies anticipated to be filled in the Adopted Budget which have not yet been filled (\$80,000);
- vacancies anticipated to be filled in the Adopted Budget which are being back filled (\$6,000);
- cancelation of events at the Norwood Concert Hall as a result of COVID-19 restrictions resulted in reduction in the hours casual staff were engaged (\$23,000); and,
- favourable variance related to the timing of leave actually being taken compared to budget expectations.

User Charges are \$44,000 unfavourable to the Adopted Budget which primarily is the result of the cancellation and deferral of events at the Norwood Concert Hall as a result of COVID-19 restrictions.

Legal expenses are \$102,000 unfavourable to the Adopted Budget which is the result of the continuation of the legal proceedings associated with the George Street Scramble Crossing.

The residual variance to Budget is primarily due to expenditure timings compared to actual expenditure which is not uncommon for the beginning of the Financial Year. There are no individually significant variances.

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

## OPTIONS

Nil

## CONCLUSION

Nil

## COMMENTS

Nil

## RECOMMENDATION

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

## **Attachments – Item 11.2**

# Attachment A

## Monthly Financial Report August 2021

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)

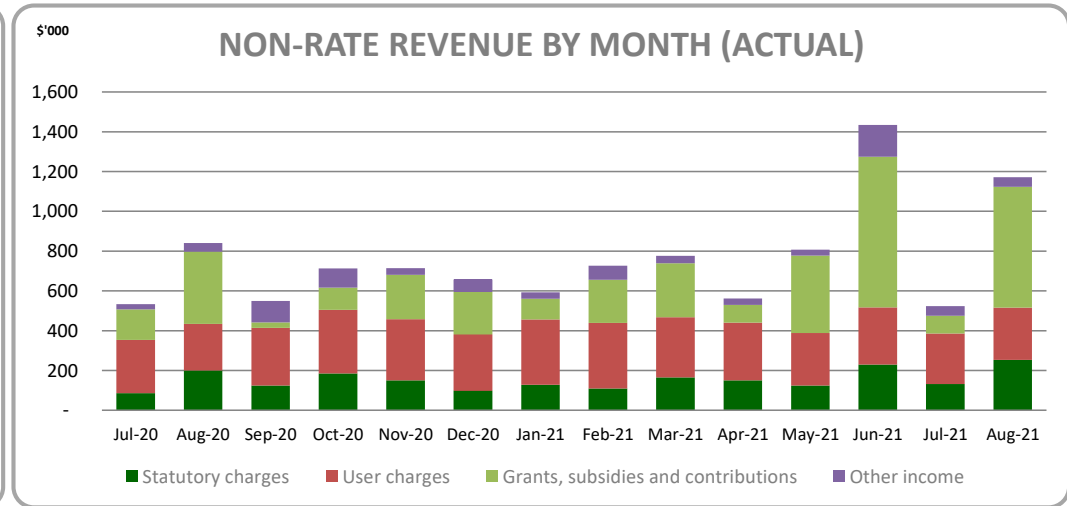
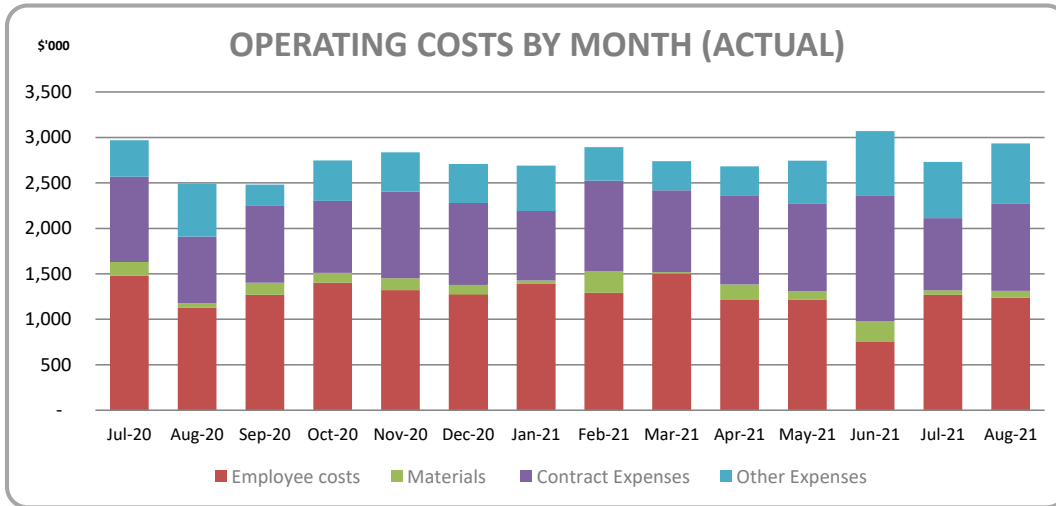


*City of*  
**Norwood  
Payneham  
& St Peters**

CITY OF NORWOOD PAYNEHAM & ST PETERS

Financial Performance for the period ended 31 August 2021					
LYTD Actual		YTD Actual	YTD Revised	Var	Var %
\$'000		\$'000	Budget \$'000	\$'000	
	<b>Revenue</b>				
6,018	Rates Revenue	6,308	6,322	(14)	(0%)
285	Statutory Charges	385	370	15	4%
502	User Charges	516	560	(43)	(8%)
300	Grants, Subsidies and Contributions	698	693	5	1%
4	Investment Income	2	18	(16)	(89%)
85	Other	94	85	9	11%
9	Reimbursements	2	-	2	
<b>7,202</b>	<b>Total Revenue</b>	<b>8,004</b>	<b>8,048</b>	<b>(44)</b>	<b>(1%)</b>
	<b>Expenses</b>				
2,602	Employee Expenses	2,507	2,789	282	10%
1,610	Contracted Services	1,613	1,619	6	0%
68	Energy	76	79	4	5%
127	Insurance	132	118	(15)	(13%)
57	Legal expense	143	41	(102)	(252%)
20	Materials	42	54	12	23%
134	Parts, Accessories and Consumables	82	115	34	29%
7	Water	19	26	6	25%
813	Sundry	1,028	1,061	33	3%
-	Depreciation, Amortisation and Impairment	-	-	-	
92	Finance Costs	23	122	99	81%
<b>5,531</b>	<b>Total Expenses</b>	<b>5,664</b>	<b>6,023</b>	<b>359</b>	<b>6%</b>
<b>1,671</b>	<b>Operating Surplus/(Deficit)</b>	<b>2,340</b>	<b>2,025</b>	<b>315</b>	<b>16%</b>

Summary of Net Cost of Divisions for the period				
Division	YTD Actual	YTD Budget	Var	Var %
	\$'000	\$'000	\$'000	
Chief Executive Office	(563)	(679)	115	17%
Corporate Services	(1,156)	(1,076)	(79)	-7%
Governance and Community Affairs	(177)	(181)	4	2%
Urban Planning and Environment	(389)	(446)	57	13%
Urban Services	(1,683)	(1,915)	232	12%
<b>Operating Surplus/(Deficit) (before Rate Revenue)</b>	<b>(3,968)</b>	<b>(4,297)</b>	<b>329</b>	<b>8%</b>
<b>Rate Revenue</b>	<b>6,308</b>	<b>6,322</b>	<b>(14)</b>	<b>0%</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,340</b>	<b>2,025</b>	<b>315</b>	<b>16%</b>



CITY OF NORWOOD PAYNEHAM & ST PETERS

Project Summary for period ended 31 August 2021

	YTD Actual	YTD Budget	Remaining Annual Budget
	\$'000	\$'000	\$'000
<b>Operating Projects</b>			
<b>Income</b>			
Social Equity	(362)	362	-
Environmental Sustainability	(4)	-	(4)
Cultural Vitality	-	-	-
Economic Prosperity	-	-	-
Corporate Management	-	-	-
<b>Total Income</b>	<b>(367)</b>	<b>362</b>	<b>(4)</b>
<b>Expenses</b>			
Social Equity	54	369	315
Environmental Sustainability	9	171	161
Cultural Vitality	1	108	106
Economic Prosperity	-	72	72
Corporate Management	18	33	15
<b>Total Expenses</b>	<b>83</b>	<b>752</b>	<b>669</b>

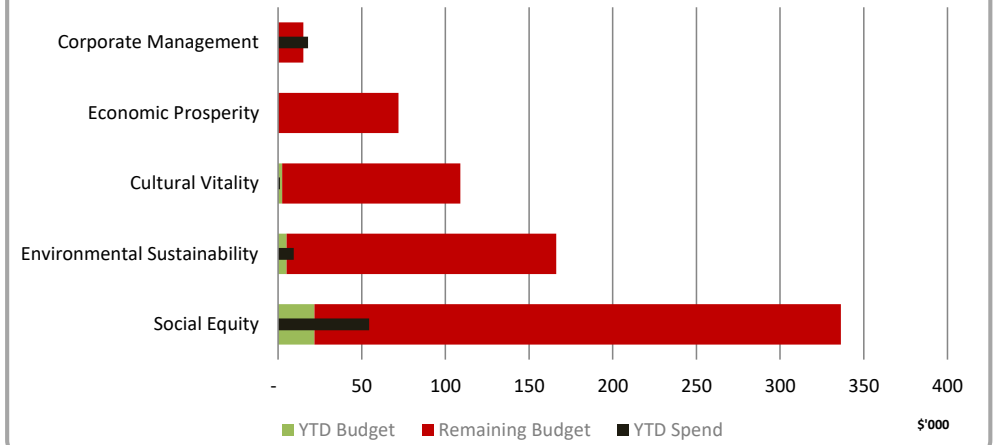
<b>Net Cost of Operating Projects</b>	<b>(449)</b>	<b>(390)</b>	<b>(674)</b>
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<b>Capital Projects</b>			
<b>Income</b>			
Social Equity	(1)	(1)	(2,944)
Environmental Sustainability	-	-	(2,620)
Cultural Vitality	-	-	-
Economic Prosperity	-	-	-
Corporate Management	-	-	-
<b>Total Income</b>	<b>(1)</b>	<b>(1)</b>	<b>(5,564)</b>
<b>Expenses</b>			
Social Equity	245	200	14,383
Environmental Sustainability	233	24	7,213
Cultural Vitality	-	-	17
Economic Prosperity	-	-	-
Corporate Management	2	2	116
<b>Total Expenses</b>	<b>480</b>	<b>226</b>	<b>21,730</b>

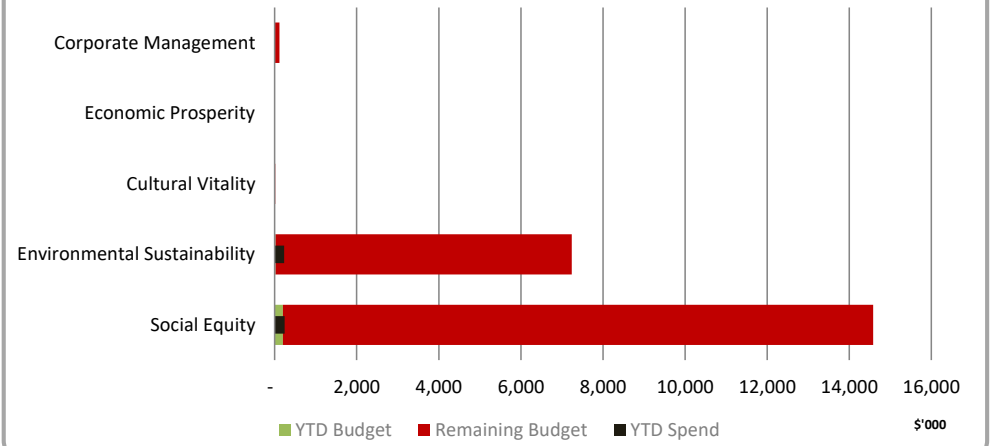
<b>Net Cost of Capital Projects</b>	<b>(482)</b>	<b>(227)</b>	<b>(27,294)</b>
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Key areas to highlight:

SERVICE INITIATIVES (inc. Carry Forwards)



NEW ASSETS & RENEWALS (inc. Carry Forwards)



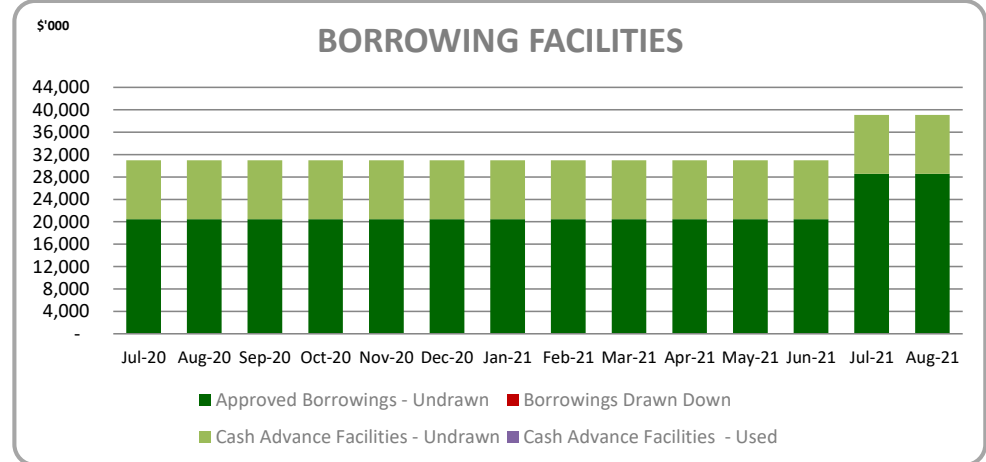
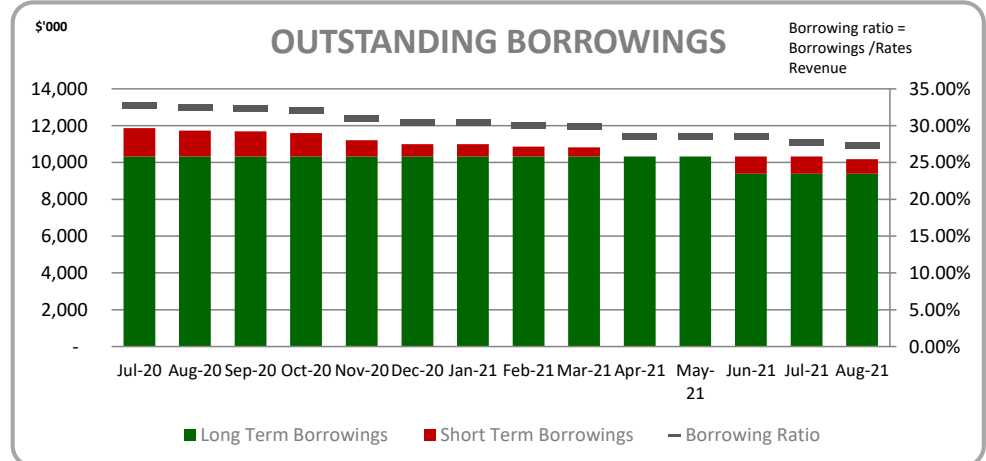
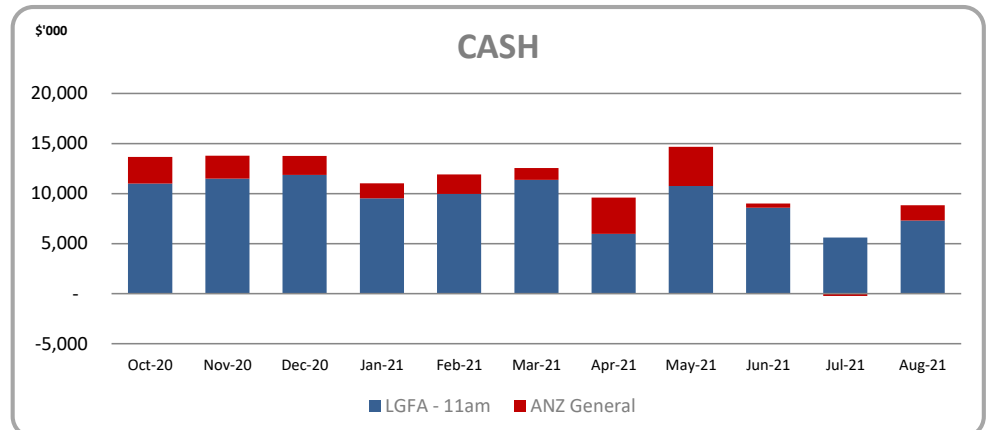


CITY OF NORWOOD PAYNEHAM & ST PETERS

Statement of Financial position as at 31 August 2021

	Aug-21	Jul-21	Movement	June 2021
	Actual	Actual		
	\$'000	\$'000	\$'000	\$'000
<b>ASSETS</b>				
<b>Current Assets</b>				
Bank and Cash	6,733	3,268	3,465	7,070
Accounts receivables	34,053	40,342	(6,289)	4,152
Less : Provision for Bad Debts	(349)	(349)	-	(349)
<b>Total Current Assets</b>	<b>40,437</b>	<b>43,261</b>	<b>(2,824)</b>	<b>10,873</b>
<b>Non-current Assets</b>				
Financial Assets	-	-	-	-
Investments in Joint Ventures	2,496	2,496	-	2,496
Infrastructure, Property, Plant and Equipment	496,917	496,085	832	496,438
<b>Total Non-current Assets</b>	<b>499,413</b>	<b>498,581</b>	<b>832</b>	<b>498,934</b>
<b>Total Assets</b>	<b>539,850</b>	<b>541,842</b>	<b>(1,992)</b>	<b>509,806</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade and Other Payables	35,958	39,367	(3,409)	8,142
Borrowings	(143)	-	(143)	-
Provisions	1,744	1,572	172	1,713
<b>Total Current Liabilities</b>	<b>37,559</b>	<b>40,939</b>	<b>(3,380)</b>	<b>9,855</b>
<b>Non-current Liabilities</b>				
Borrowings	10,323	10,323	-	10,323
Provisions	2,912	2,912	-	2,912
Investments in Joint Ventures	1,348	1,348	-	1,348
<b>Total Non-current Liabilities</b>	<b>14,584</b>	<b>14,584</b>	<b>-</b>	<b>14,584</b>
<b>Total Liabilities</b>	<b>52,143</b>	<b>55,523</b>	<b>(3,380)</b>	<b>24,439</b>
<b>NET ASSETS</b>	<b>487,708</b>	<b>486,319</b>	<b>1,388</b>	<b>485,368</b>
<b>EQUITY</b>				
Accumulated Surplus	60,546	59,158	1,388	58,206
Asset Revaluation Reserves	427,162	427,162	-	427,162
<b>TOTAL EQUITY</b>	<b>487,708</b>	<b>486,319</b>	<b>1,388</b>	<b>485,368</b>

Key areas to highlight YTD :



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

### 11.3 19-29 GLYNBURN ROAD GLYNDE CODE AMENDMENT

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**REPORT AUTHOR:** Senior Urban Planner  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4561  
**FILE REFERENCE:** qA58634  
**ATTACHMENTS:** A - F

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#### PURPOSE OF REPORT

The purpose of this report is to provide information to the Council regarding a private Code Amendment by *ALDI Stores* proposing to rezone 19-29 Glynburn Road, Glynde, which is currently on consultation and to seek the Council's endorsement of a draft submission on the proposed rezoning.

#### BACKGROUND

In October 2020, Nielsen Architects on behalf of *ALDI Stores*, submitted a Development Application under the *Development Act 1993* for the construction of a supermarket with associated site works at 19-29 Glynburn Road Glynde. The application was assessed by the State Planning Commission, rather than the Council. Under the Development Plan, the property was located partially within the *Light Industry Zone* and partially within the *Residential Zone*, neither of which anticipated a shop of the scale proposed and as such, the Application was designated as a non-complying application requiring Category 3 public notification. The application was subsequently refused by the State Commission Assessment Panel (SCAP) in May 2021, on the basis that the proposed supermarket was inconsistent with the nature of land uses envisaged in the Development Plan for that property.

In March 2021, the Development Plan was replaced by the *Planning & Design Code*. Pursuant to the Code, the site is now partially in the *Employment Zone* (which anticipates a range of commercial uses) and partially in the *Housing Diversity Neighbourhood Zone* (which primarily anticipates residential uses). A map showing the current zoning is contained in **Attachment A**.

As was the case under the Development Plan, neither of these Code zones anticipate a shop of the scale which was previously proposed by *ALDI Stores*. As such, the prospects of obtaining a Development Approval are not significantly improved under the current zoning, compared to the previous Development Application which was assessed against the Development Plan.

The *Planning Development and Infrastructure Act 2016*, enables a person who has an interest in land to propose an amendment to the *Planning & Design Code*. For the purposes of this process, an 'interest' is taken to be a financial or legal interest, such as a property owner or a party to a contract for sale of land. As the *Planning & Design Code* is a State-wide document, there are limitations on the extent of change which can be proposed by a private party. A land owner can propose to rezone their property to an alternative zone but they cannot propose to rezone other properties or to change standard policy wording. For example, a private proponent cannot propose to change the policy wording in the *Employment Zone* because this could affect thousands of other properties across the State.

Through the private Code Amendment process, *ALDI Stores* is proposing to rezone the properties located at 19-29 Glynburn Road, Glynde, from the *Housing Diversity Neighbourhood Zone* and *Employment Zone* to the *Suburban Activity Centre Zone*. The *Suburban Activity Centre Zone* generally anticipates the following:

*Active retail precincts that include neighbourhood-scale shopping, business, entertainment and recreation facilities. It is a focus for business and community life and provides for most daily and weekly shopping needs of the community.*

A copy of the *19-29 Glynburn Road, Glynde Code Amendment* document is contained in **Attachment B** and a copy of a fact sheet summarising the proposal is contained in **Attachment C**. A range of consultant reports have also been provided in support of the Code Amendment. Due to the size of these reports they have not been included as attachments, however web links are provided in the relevant discussion sections of this report.

The Code Amendment is on consultation for a period of six (6) weeks from 6 September 2021 to 18 October 2021. The proponent undertaking a Code Amendment (rezoning) is able to determine how the consultation process will be conducted, as enabled by the Community Engagement Charter. Through this consultation process, the Council has an opportunity to provide a submission on the proposed rezoning.

It is worth noting that Bunnings Group Limited has lodged a Development Application for a bulky goods outlet approximately 50 metres to the south of the affected area between Penna Avenue and Provident Avenue. As part of the Bunnings development, the applicant is proposing new traffic signals at the intersection of Penna Avenue and Glynburn Road. While the Council should be cognisant of this proposal, as the application is yet to be determined, it should not form part of the Council's considerations in relation to the *ALDI Stores Code Amendment*.

## **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

### **Outcome 1: Social Equity**

*An inclusive, connected, accessible and friendly community*

#### **Objective:**

*Convenient and accessible services, information and facilities*

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

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

#### **Objective:**

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

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

*A dynamic and thriving centre for business and services*

#### **Objective:**

*3.1 A diverse range of businesses and services.*

*3.2 Cosmopolitan business precincts contributing to the prosperity of the City.*

*3.5 A local economy supporting and supported by its community.*

## **FINANCIAL AND BUDGET IMPLICATIONS**

Nil

## **EXTERNAL ECONOMIC IMPLICATIONS**

If approved, the *19-29 Glynburn Road, Glynde Code Amendment* is likely to have economic implications relating to the value of land and economic returns on development. If development opportunities are realised, the impacts on the local economy may include increased employment opportunities and attracting new customers to the local area, as well as potentially increasing competition between existing and new businesses.

## **SOCIAL ISSUES**

The Code Amendment has the potential to result in additional retail services being provided to the surrounding area, however there is also potential for adverse impacts on the amenity of the local area resulting from increased activity on the property.

## **CULTURAL ISSUES**

Nil

## ENVIRONMENTAL ISSUES

The *Planning and Design Code* contains a range of policies encouraging sustainable development outcomes. However, due to the functionality of the Code there are some limitations on which policies can be applied during the assessment of a Development Application. The relevant environmental policies are addressed in further detail in the discussion of this report.

## RESOURCE ISSUES

Nil

## RISK MANAGEMENT

There is a risk that the proposed rezoning and associated potential development outcomes, such as increased traffic in local streets, will not be supported by the local community residing or working in and around the affected site. The Council can provide its views on the proposed rezoning proposals, but ultimately the risk of not achieving full community support is a matter for the State Planning Commission and Minister for Planning and Local Government to consider.

## COVID-19 IMPLICATIONS

Nil

## CONSULTATION

- **Elected Members**  
Information regarding the proposed Code Amendment was provided to Elected Members on 6 September 2021.
- **Community**  
Planning consultant URPS, on behalf of the proponent, is conducting consultation for a period of six (6) weeks and includes the distribution of information to properties within 500m of the site and door-knocking of properties within 100m of the site. A copy of the Engagement Plan is contained in **Attachment D**.
- **Staff**  
General Manager, Urban Planning & Environment  
Manager, Urban Planning & Sustainability  
Manager, Development Assessment  
Manager, Traffic & Integrated Transport
- **Other Agencies**  
A range of agencies and organisations to be consulted are identified in the Engagement Plan prepared by URPS.

## DISCUSSION

The Proposal

The Code Amendment proposes to amend the *Planning & Design Code* (the Code) by rezoning a group of six (6) land parcels located on Glynburn Road, between Lewis Road and Penna Avenue. The affected area is in the order of 7400m<sup>2</sup> and currently comprises a number of commercial buildings including 'L&H Electrical Supplies', an office in a former dwelling occupied by 'Mind Australia' and a collection of commercial tenancies with a shared parking area including a Korean Supermarket and warehouses.

The affected area currently falls within two (2) Code Zones: the *Employment Zone* and the *Housing Diversity Neighbourhood Zone*. While both the *Employment Zone* and the *Housing Diversity Neighbourhood Zone* include 'shop' as an anticipated land use, the policies in each zone seek to limit the floor area and location of shops within the zone, as outlined in Table 1.



**TABLE 1: EMPLOYMENT ZONE AND HOUSING DIVERSITY NEIGHBOURHOOD ZONE POLICIES RELATING TO SHOPS IN THE AFFECTED AREA**

<b>Employment Zone</b>	
<b>Anticipated Development</b>	PO 1.2 Shops provide convenient day-to-day services and amenities to local businesses and workers, support the sale of products manufactured on-site and otherwise complement the role of Activity Centres. DTS/DPF 1.2 Shop where one of the following applies: <ul style="list-style-type: none"> <li>a) with a gross leasable floor area up to 100m<sup>2</sup></li> <li>b) is a bulky goods outlet</li> <li>c) is a restaurant</li> <li>d) is ancillary to and located on the same allotment as an industry and primarily involves the sale by retail of goods manufactured by the industry.</li> </ul>
<b>Restricted Development</b> (assessed by the State Planning Commission)	Shop is restricted <i>other than</i> a: <ul style="list-style-type: none"> <li>a) shop with a gross leasable floor area less than 1000m<sup>2</sup></li> <li>b) shop that is a bulky goods outlet</li> <li>c) shop that is ancillary to a light industry on the same allotment</li> </ul>
<b>Housing Diversity Neighbourhood Zone</b>	
<b>Anticipated Development</b>	PO 1.2 Commercial activities improve community access to services are of a scale and type to maintain residential amenity. DTS/DPF 1.2 A shop, consulting room or office (or any combination thereof) satisfies any one of the following: <ul style="list-style-type: none"> <li>a) it is located on the same allotment and in conjunction with a dwelling where all the following are satisfied:                             <ul style="list-style-type: none"> <li>i) does not exceed 50m<sup>2</sup> gross leasable floor area</li> <li>ii) does not involve the display of goods in a window or about the dwelling or its curtilage</li> </ul> </li> <li>b) it reinstates a former shop, consulting room or office in an existing building (or portion of a building) and satisfies one of the following:                             <ul style="list-style-type: none"> <li>i) the building is a State or Local Heritage Place</li> <li>ii) is in conjunction with a dwelling and there is no increase in the gross leasable floor area previously used for non-residential purposes</li> </ul> </li> </ul>
<b>Restricted Development</b> (assessed by the State Planning Commission)	Shop is restricted <i>other than</i> a: <ul style="list-style-type: none"> <li>a) shop with a gross leasable floor area less than 1000m<sup>2</sup></li> <li>b) shop that is a restaurant</li> </ul>

As illustrated in Table 1 above, the Code policies as they currently apply to this location, do not encourage the construction of a new retail shop exceeding 100m<sup>2</sup>. Additionally, a retail shop greater than 1000m<sup>2</sup> would be restricted requiring an assessment by the State Planning Commission and would include public notification and appeal rights to third parties. It is worth noting that a bulky goods outlet (e.g. furniture or hardware) does not have the same policy restriction as a retail shop (e.g. a supermarket).

ALDI Stores is proposing to rezone the affected area to the *Suburban Activity Centre Zone*, which anticipates shops of a range of sizes as well as offices, entertainment, health and recreation related uses. A summary of some of the key Suburban Activity Centre Zone policies as they are proposed to apply to the affected area are outlined in Table 2 below.

**TABLE 2: SUBURBAN ACTIVITY CENTRE ZONE: KEY POLICIES APPLICABLE TO AFFECTED AREA**

<b>Anticipated Land Uses</b>	<p>PO 1.1 Shops, office, entertainment, health and recreation related uses and other businesses that provide a range of goods and services to the surrounding neighbourhood and district.</p> <p>DTS/DPF 1.1 Development comprises one or more of the following:</p> <ul style="list-style-type: none"> <li>a) Advertisement</li> <li>b) Cinema</li> <li>c) Community facility</li> <li>d) Consulting room</li> <li>e) Dwelling</li> <li>f) Educational establishment</li> <li>g) Emergency services facility</li> <li>h) Hospital</li> <li>i) Hotel</li> <li>j) Indoor recreation facility</li> <li>k) Library</li> <li>l) Office</li> <li>m) Place of worship</li> <li>n) Pre-school</li> <li>o) Recreation area</li> <li>p) Residential flat building</li> <li>q) Retail fuel outlet</li> <li>r) Retirement Facility</li> <li>s) Shop</li> <li>t) Supported Accommodation</li> <li>u) Tourist accommodation.</li> </ul>
<b>Building Design</b>	<p>PO 2.1 Development complements adjacent development within the zone, and mitigates interface impacts on adjoining residential uses in neighbourhood-type zones through appropriate building siting, scale and design.</p> <p>PO 2.2 Buildings are sited and designed to create pedestrian, vehicular, open space and visual linkages between the various built-form elements within the zone and adjoining main roads and thoroughfares.</p>
<b>Maximum Building Height</b>	Two (2) levels
<b>Building Height Interface</b>	Buildings designed with a 45° building envelope where adjacent to residential type zones

While the proposed rezoning does not determine what future development may be proposed for the property, the preliminary investigations undertaken in support of the Code Amendment have largely been based on an approximate 2000m<sup>2</sup> supermarket, which is consistent with a typical ALDI shop format.

**Scope of the Code Amendment**

As outlined above, a private proponent can only seek to amend the Code as it applies to their property. A private Code Amendment cannot seek to change or add standard Code policies which apply more broadly across the State. The wording of Code policies is also typically more generic and less detailed and instructive than the former Development Plan policies.

The Council's former Development Plan contained a range of bespoke, locational policy tailored to specific areas or sites, such as:

*District Centre (Norwood) Zone PDC 4*

*Development should create further spacious pedestrian malls linking The Parade frontage and car parking areas at the rear.*

*District Centre (Norwood) Zone Desired Character Zone*

*The creation of new vehicle access points from The Parade is not desired and where possible, vehicle access should be from side streets and rear access lanes.*

*Urban Corridor Zone - Retail Core Policy Area Desired Character Statement*

*... There will be no additional vehicle access points created along this section of Edward Street, in order to minimise disruption to pedestrian and vehicle movements.*

*Mixed Use Historic (Conservation) Zone PDC 17*

*Car parking and service areas in basements, part-basements or at-grade beneath occupied areas of buildings should not be included in development on allotments with frontages to Dequetteville Terrace, Fullarton Road (except at the Rundle Street corner), Payneham Road, Portrush Road or The Parade...*

The Development Plan also contained a range of concept plans which provided specific guidance for the redevelopment of key properties, such as vehicle access points, co-ordinated carparking and landscaping areas and pedestrian linkages between the private and public realm. Despite multiple requests for these to be retained, only one Concept Plan from the City of Norwood Payneham & St Peters Development Plan (for the Adelaide Caravan Park) was transitioned to the Code. The proposed ALDI Code Amendment and associated future development assessment for the property, would benefit from site-specific policies or at least more instructive general policies to manage some of the site constraints. Unfortunately this level of specificity is unlikely to be adopted, should the Code Amendment be approved. Nevertheless, these policies deficiencies and opportunities for improvement are discussed further in this report.

It is worth noting that the Code contains 'Assessment Tables' which specify the policies which should be used to assess certain development types in certain zones. Relevantly, the *Suburban Activity Centre Zone* specifies the policies which can be used to assess a shop in this zone. Even if the relevant authority considers other policies are relevant and necessary to assess a proposed development, the assessing planner cannot take this policy into account or require an applicant to address this matter. For example, if a Code policy relevant to landscaping or stormwater is not included in the 'Assessment Table', it cannot be used in the assessment. As the 'Assessment Tables' are consistent across the State where that zone applies, a private Code Amendment cannot seek to amend which policies can be included in the 'Assessment Table'.

## Strategic Impact of Rezoning

### *Regional Plans*

The *Planning Development and Infrastructure Act 2016* (PDI Act), requires the preparation of Regional Plans which provide a long-term strategic plan for the different planning regions across the State. A key role of a Regional Plan is to provide recommendations about the application of the *Planning and Design Code*. The transitional provisions in the PDI Act allow the existing Regional Plans, including the *30 Year Plan for Greater Adelaide*, to continue to apply until new regional plans under the PDI Act are developed. Ideally these should have been prepared prior to writing the Code and prior to the ability for private proponents to initiate their own Code Amendments, so that Code Amendments could be assessed for strategic alignment or support. Based on the State Planning Commission's current schedule for the preparation of Regional Plans, it is expected that the new Greater Adelaide Regional Plan will not be developed until the deadline of 2023.

The PDI Act also anticipates that a sub-region can be established within a planning region. For example, a sub-region consisting of Eastern Region Alliance group of councils (or any other configuration). This would facilitate a sub-regional plan to be developed to provide a greater level of detail and guidance for future zone and policy changes. Sub-regional plans are unlikely to be pursued until after the new regional plan for Greater Adelaide has been established.

As previously advised, it is disappointing that the planning reform program resulted in the Code being developed prior to the completion of Regional Plans. The *30 Year Plan for Greater Adelaide* does not provide a sufficient level of detail to guide how the Code should be applied, particularly in respect to requests for 'spot zoning' from private proponents. In previous submissions to the Commission, the Council recommended that private proponent Code Amendments not be enabled until Regional Plans were completed, however this has not occurred (for reasons best known to the Commission).

### *Spot Rezoning*

Predictably, the introduction of private Code Amendments under the *Planning Development and Infrastructure Act 2016*, has commenced a series of 'spot rezonings', with ten private Code Amendments already underway. More comprehensive, co-ordinated land use and development outcomes are unable to be pursued, as a private property cannot propose to rezone properties they do not own. If a private proponent wanted to also capture land in other ownership as part of the rezoning, they could approach the Council or Attorney-General's Department to undertake the Code Amendment on their behalf. While this may result in a more comprehensive and strategic rezoning, many private proponents may prefer to maintain control over the Code Amendment process or avoid additional complications to their rezoning proposal. This Council's preferred approach is for rezoning to be considered on a precinct or nodal basis under the guidance of regional plans, rather than 'spot rezoning' of isolated and unconnected sites. However, on this occasion a private Code Amendment has been put forward and endorsed by the Minister to proceed and consideration should therefore be given to the context and potential impacts of this specific site being rezoned.

The close proximity of the affected area to the adjacent *Suburban Activity Centre Zone* on and around the 'Glynde Corner' intersection of Payneham and Glynburn Road (separated by the Glynde Lutheran Church) and the location on an arterial road, is more favourable for new retail as compared to, for example, a site located in the centre of the existing Glynde light industrial precinct. In this respect, the proposed rezoning is not considered fundamentally at odds with a logical centre zone extension, creeping further down Glynburn Road. Preliminary documentation for the ALDI Code Amendment indicated the rezoning would include the Glynde Lutheran Church at 15-17 Glynburn Road, on the north-western corner of Glynburn Road and Lewis Road, which is currently within the *Housing Diversity Neighbourhood Zone*. This would have resulted in a non-interrupted continuation of the existing *Suburban Activity Centre Zone*. It is not clear why the Glynde Lutheran Church site has now been excluded in the Code Amendment, however it is likely because this property is under separate ownership and not part of the future development site. As a result, if the ALDI Stores Code Amendment is approved the Glynde Lutheran Church would represent an anomaly in zoning in properties on the western side of Glynburn Road in the immediate area. This is illustrated in the proposed rezoning map contained in **Attachment E**. The Council may wish to consider a more comprehensive and strategic zoning review of properties within the local area, particularly the properties fronting Glynburn Road, at a later date.

### *Reduction of Light Industrial Land*

The City of Norwood Payneham & St Peters has two key light industry precincts; namely Glynde (including part of the affected area) and Stepney. The former Schweppes and Otto's Timber Mill properties were also previously zoned through a Ministerial rezoning to *Urban Corridor Zones*. The availability of light industry zoned land within the inner eastern region is an important strategic factor in maintaining a diverse economic environment and ensuring a range of services are available to local residents. Therefore, careful consideration should be given to proposals which seek to reduce this availability, which has an impact on industry diversity, supply chains and transportation of goods.

Deep End Services has prepared a *Land Use & Economic Investigations* report in support of the proposed rezoning, a copy of which can be accessed via the following web link:

[https://plan.sa.gov.au/\\_data/assets/pdf\\_file/0007/894193/19-29\\_Glynburn\\_Road\\_Glynde\\_Code\\_Amendment\\_-\\_Land\\_Use\\_and\\_Economic\\_Investigations.pdf](https://plan.sa.gov.au/_data/assets/pdf_file/0007/894193/19-29_Glynburn_Road_Glynde_Code_Amendment_-_Land_Use_and_Economic_Investigations.pdf)

In terms of the use of the subject land, the report highlights that a combination of the site conditions (such as size, configuration and location) are not conducive to the types of land uses typically anticipated in the *Employment Zone*. The assessment undertaken by Deep End has also determined that the land which is proposed to be rezoned is approximately 4000m<sup>2</sup> or 2.5% of the total *Employment Zone* land in Glynde. While careful consideration should be given to the potential negative impacts in incremental changes in zoning, on balance the removal of this portion of the site from the fringe of the *Employment Zone* is not considered unreasonable and or likely to have a meaningful impact on the availability of light industrial land within the local area.

### *Retail Demand and Supply*

In the interests of orderly and economic development, it is relevant to consider the broader strategic and economic impact of expanding or introducing new retail zoned land. In particular, it is important to consider whether the proposed rezoning has the potential to create an oversupply of retail land, undermine nearby retail centres and associated economic structure. The *Land Use & Economic Investigations* prepared by Deep End Services, includes an analysis of the total existing supermarket floor area per capita within the trade catchment of the affected area and compared this figure with the metropolitan average. The report concludes that although a future supermarket development on the property would slightly increase the supermarket floors pace per capita (from 0.32m<sup>2</sup> to 0.36m<sup>2</sup>) it would remain slightly less than the figure for the broader Adelaide metropolitan area, suggesting this would not create an oversupply of supermarket floor space. Notwithstanding this assessment, it is recommended that the Council's submission requests that the State Planning Commission undertakes its own independent economic investigations to ensure it is satisfied that the proposed rezoning will not compromise or undermine existing surrounding centre zones. This would be a more prudent approach than simply adopting or accepting the findings put forward by Deep End Services.

### Potential Impacts of Future Development

The specific impacts of future development on the subject site will be assessed as part of a formal development application at a later date, whereby the Council's Assessment Manager is likely to be the relevant authority. However, the Code Amendment will determine the Code policies used in the future assessment and therefore consideration should be given to the quality and content of policy proposed to be applied as part of this Code Amendment.

### *Built Form Outcomes*

The proposed rezoning has the potential to result in poor built form outcomes on the property if the Code policies do not provide sufficient or appropriate guidance in terms of design. The three (3) primary considerations in potential built form impact include adjacent residents in Lewis Road, the Glynburn Road streetscape and the adjacent Local Heritage listed former fire station building at 31-33 Glynburn Road (Pasta Deli).

The *Suburban Activity Centre Zone* contains a range of policies relating to the siting and design of new buildings, including:

#### *PO 2.1*

*Development complements adjacent development within the zone, and mitigates interface impacts on adjoining residential uses in neighbourhood-type zones through appropriate building siting, scale and design.*

#### *PO 2.2*

*Buildings are sited and designed to create pedestrian, vehicular, open space and visual linkages between the various built-form elements within the zone and adjoining main roads and thoroughfares.*

#### *DTS/DPF 3.1*

*...Maximum building height is 2 levels (proposed for this site)*

#### *PO 3.2*

*Buildings mitigate visual impacts of building massing on residential development within a neighbourhood-type zone.*

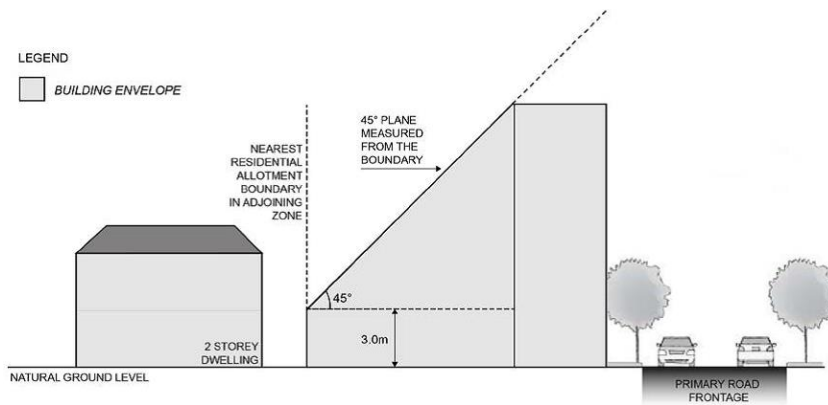
#### *DTS/DPF 3.2*

##### *Interface Height*

*Buildings constructed within a building envelope provided by a:*

- a) *45 degree plane measured from a height of 3 metres above natural ground level at the boundary of an allotment used for residential purposes within a neighbourhood-type zone as shown in the following diagram (except where this boundary is a southern boundary):*





- b) in relation to a southern boundary, 30 degree plane grading north, measured from a height of 3m above natural ground at the boundary of an allotment used for residential purposes within a neighbourhood-type zone as shown in the following diagram:

OR

*Buildings constructed within a building envelope provided by a 30 degree plane measured from a height of 3m above natural ground level at the boundary of an allotment used for residential purposes within a neighbourhood-type zone as shown in the following diagram*

The proposed two-storey maximum building height for the affected area is consistent with several buildings in the immediate locality, the existing maximum height in the *Employment Zone* and is less than the existing three-storey maximum height in the *Housing Diversity Neighbourhood Zone* (as it applies to 19-25 Glynburn Road). Although the *Suburban Activity Centre Zone* does not contain any quantitative ground level setback policies, DPF 3.2 does anticipate that any portions of walls exceeding three (3) metres high will be setback from the boundaries of residential properties consistent with a 45° or 30° building envelope, as determined by a local variation and/or the orientation of the site. In the Urban Corridor Zone, where there is also a local variation for the building envelope, the City of Norwood Payneham & St Peters was successful in advocating for the lower 30° policy, consistent with the former Development Plan. The Council's draft submission on this Code Amendment, contained in **Attachment F**, requests that a 30° building envelope be adopted for this site, due to the close proximity of adjacent residential properties.

In terms of overshadowing, these impacts are likely to be limited to the residential property located at 111 Lewis Road, immediately to the west of 19-21 Glynburn Road. The General Development Policies in the Code relating to access to sunlight will apply to the assessment of a future development. Further qualitative design guidance relating to impacts on neighbours is also provided by PO 2.1 and PO 3.2.

With respect to impacts on the streetscape, this portion of Glynburn Road contains a moderate level of amenity due to a mix of building styles and ages, including a large proportion of commercial buildings. Policies such as *Suburban Activity Centre* PO 2.1 and PO 2.2, in conjunction with General Development Policies, are generally considered adequate for assessing streetscape impacts as part of a future development application.

The affected area is adjacent to a local heritage listed building at 31-33 Glynburn Road which is now operating as Pasta Deli cafe. There is some potential for a new development to impact upon the heritage value of the adjacent Local Heritage Place, however the original portion of the building is separated from the affected area by the modern addition to the building and the surrounding car parking area. In any case, the Heritage Adjacency Overlay applies to the affected area which provides the following policy applicable to a future shop development:

*Heritage Adjacency Overlay PO 1.1*

*Development adjacent to a State or Local Heritage Place does not dominate, encroach or unduly impact on the setting of the Place.*

This Policy is not particularly strong or specific, but in these particular circumstances the Code is considered to provide sufficient guidance for a future development to not unduly impact the heritage value of the adjacent Local Heritage Place.

### *Noise and Amenity*

Acoustic consultants, Sonus, have prepared a brief report in support of the proposed Code Amendment, outlining some relevant Code policies and providing commentary on the likely noise impacts of a future supermarket at the subject site. A copy of the report is available at the following weblink:

[https://plan.sa.gov.au/\\_data/assets/pdf\\_file/0006/894192/19-29\\_Glynburn\\_Road\\_Glynde\\_Code\\_Amendment\\_-\\_Acoustic\\_Assessment.pdf](https://plan.sa.gov.au/_data/assets/pdf_file/0006/894192/19-29_Glynburn_Road_Glynde_Code_Amendment_-_Acoustic_Assessment.pdf)

The authors of the Sonus report are satisfied that potential noise impacts from a future development can be adequately mitigated to achieve compliance with the relevant acoustic standards, via measures such as acoustic fencing at the boundary with the residential properties, location and screening of noise sources such as mechanical plant, and restricting rubbish collection to the least sensitive period of the day. It is worth noting that one of the policies referenced in the report is not actually applicable to a shop development in the Suburban Activity Centre Zone (as determined by administrative tables in the Code), however the other policies relating to noise impacts which are applicable are considered generally adequate to facilitate an assessment of a future development.

### *Traffic Impacts*

A future development on the property has the potential to impact upon both traffic volumes and movements on Glynburn Road and the local traffic network in and around Glynde. Due to its location on Glynburn Road, the affected area is covered by two Code Overlays which seek to manage impacts on arterial roads - Traffic Generating Development and Urban Transport Routes Overlays. The policies contained in these Overlays in conjunction with a likely referral to the Department of Infrastructure and Transport are considered reasonable in managing potential impacts on Glynburn Road. However, potential impacts on the local traffic network are of concern.

Stantec (formerly GTA Consultants) have prepared a Transport Impact Assessment in support of the proposed Code Amendment. A copy of this report is available at the following web link:

[https://plan.sa.gov.au/\\_data/assets/pdf\\_file/0011/894197/19-29\\_Glynburn\\_Road\\_Glynde\\_Code\\_Amendment\\_-\\_Transport\\_Impact\\_Assessment.pdf](https://plan.sa.gov.au/_data/assets/pdf_file/0011/894197/19-29_Glynburn_Road_Glynde_Code_Amendment_-_Transport_Impact_Assessment.pdf)

The Stantec report notes that Lewis Road currently carries approximately 1685 vehicles per day but with a future supermarket of approximately 2000m<sup>2</sup>, this may increase to 1890 vehicles per day. This is based on an assumption that a total of 10% of vehicle movements would use a Lewis Road access. It is difficult to predict what volume of users would access or egress the property via Lewis Road, particularly without assessing a proposed development layout, however it is considered that the 10% estimate is conservative. As such, if this is the case it is possible that the resultant number of vehicles per day in Lewis Road may increase above 1890. This is particularly close to the typical local road residential amenity threshold of 2000 vehicles per day. Put another way, if the development results in traffic on Lewis Road exceeding 2000 vehicles per day, then this may be the point at which local residents experience adverse amenity impacts, due to the volume of daily traffic using the local street.

The potential traffic impacts of a future development will be considered as part of a Development Application, however it is important to consider what Code policies will be applied to this assessment. Although the applicable Code policies address issues such as vehicle access point design and location, there are no policies which specifically address the broader impacts of a development on traffic volumes in the surrounding local street network. By comparison, the Council's former Development Plan contained policies such as:

*City Wide Objective 33*

*Control of the movement of traffic according to a defined hierarchy of roads which seeks to improve safety and to limit the speed and volume of traffic in local residential streets without unreasonably restricting access opportunities.*

*City Wide Principle of Development Control 102*

*Development should be designed to discourage commercial and industrial vehicle movements through residential streets and adjacent other sensitive land uses.*

This is a significant gap in the policy regime in the Code, and this is raised as a key concern in the draft submission in response to the Code Amendment, contained in **Attachment F**. With the previously stated limitations on Code Amendments not being able to alter policy, one potential solution may be to introduce a Concept Plan which discourages access from Lewis Road, which is put forward as a recommendation in Council's submission. It is also recommended that the State Planning Commission obtain its own independent advice regarding the potential impacts on the local traffic network.

#### *Stormwater Management*

One of the positive aspects of the Code is the inclusion of policies which encourage a high level of onsite stormwater retention and limit hard paved stormwater catchment areas. However, most of these policies only apply to residential development in certain zones, creating a significant gap in the policy regime for non-residential developments and reducing the standard of requirement as compared to the Development Plan. The stormwater policies applicable to a shop in the *Suburban Activity Centre Zone*, primarily relate to the quality and the quantity (in terms of peak flows) of stormwater outputs however the policy wording is general and is open to interpretation. There are no applicable policies which specify minimum stormwater retention and reuse. By comparison, the Development Plan contained a range of policies, including:

*City Wide Objective 42*

*Development sited and designed to maximise the harvest and use of stormwater and reduce run-off.*

*City Wide Objective 43*

*Development sited and designed to minimise demand on reticulated water supplies.*

*City Wide Principle of Development Control 147*

*Development should be designed to maximise conservation, minimise consumption and encourage re-use of water resources.*

*City Wide Principles of Development Control 151*

*Stormwater management systems should:*

- (a) maximise the potential for stormwater harvesting and re-use, either on-site or as close as practicable to the source; and*
- (b) utilise, but not be limited to, one or more of the following harvesting methods:*
  - (i) the collection of roof water in tanks;*
  - (ii) the controlled discharge to open space, landscaping or garden areas, including strips adjacent to car parks;*
  - (iii) the incorporation of detention and retention facilities; or*
  - (iv) aquifer storage and recovery*

On such a significant sized property (7400m<sup>2</sup>), with potentially large future roof areas and carparking, it is concerning that the policy applicable to a shop under the Code, does not contain any policy to require stormwater capture and re-use on site. This gap in the policy regime is of concern and has been raised in the draft submission contained in **Attachment F**.

FMG Engineering has provided a *Stormwater Infrastructure Assessment* report which indicates that the existing public stormwater infrastructure will be sufficient to accommodate a future development of the property, particularly as the development is likely to decrease the impervious area on the site (which is currently 95%). The assessment does not provide guidance on stormwater retention and reuse. The FMG report can be accessed via the following web link:

[https://plan.sa.gov.au/\\_data/assets/pdf\\_file/0010/894196/19-29\\_Glynburn\\_Road\\_Glynde\\_Code\\_Amendment\\_-\\_Stormwater\\_Infrastructure\\_Assessment.pdf](https://plan.sa.gov.au/_data/assets/pdf_file/0010/894196/19-29_Glynburn_Road_Glynde_Code_Amendment_-_Stormwater_Infrastructure_Assessment.pdf)

The affected area falls within the *Hazards Flooding (General) Overlay* due to a minor flood risk affecting the property. The Overlay policies are considered to provide adequate guidance to assess a future development which is appropriately mitigated for potential flood risk.

### Public Notification of Future Development

The Code zones each contain a procedural table that determines which development applications should be subject to public notification. The public notification process involves a sign being placed on the site, letters being sent to adjacent properties, and publication on the PlanSA website. A future development application for a shop on the subject site would only trigger public notification where the development:

- would exceed two (2) storeys in height; or
- would be outside of the 45° building envelope (in relation to the adjacent residential properties in Lewis Road)

As such, if the development application did not exceed the building height or building envelope parameters, the application would not require public notification. In this case, the opportunity for interested or affected parties (e.g. owners and occupiers of adjoining property) to provide comment on future developments on the site will be limited to this Code Amendment. This outcome is consistent with one of the early principles of the new planning system which was to involve the community 'early and upfront' in setting the Code policy rather than at the development application stage.

### **OPTIONS**

The Council has the following options with respect to how it responds to the proposed 19-29 Glynburn Road Glynde Code Amendment.

#### **Option 1**

Following consideration of the 19-29 Glynburn Road Glynde Code Amendment, the Council can resolve to endorse the attached draft submission contained in **Attachment F**, with or without minor amendments, as being suitable for submitting to the Code Amendment Proponent.

This option is recommended.

#### **Option 2**

The Council can resolve to make more significant changes to the submission beyond the discussion in this report.

This option is not recommended, due to timing deadlines imposed by the consultation period.

#### **Option 3**

The Council can resolve to not make a submission in response to the consultation, however this would result in a missed opportunity to raise important policy issues of concern.

### **CONCLUSION**

The *19-29 Glynburn Road Glynde Code Amendment* to rezone the affected area to *Suburban Activity Centre Zone*, if approved, would result in a significant change in the development potential of the property. The Code Amendment documentation suggests that the proponent, *ALDI Stores*, intends to develop the property as a supermarket in the order of 2000m<sup>2</sup> however a Code Amendment cannot determine what future development may occur and a range of uses are envisaged in the *Suburban Activity Centre Zone*. That said, the supermarket development scenario which has been used in the reports and assessments supporting the Code Amendment, provides a useful indication of the level of activity and impact which could occur on the property.

Although spot rezoning is not typically orderly and strategic, particularly in the absence of a more refined Regional Plan, in this instance, the affected area is closely linked to the existing *Suburban Activity Centre Zone* to the north. The rezoning, if approved, would reduce the availability of 'Employment' zoned land, however the affected area is on the fringe of the *Employment Zone* fronting an arterial road and represents a small percentage of the Glynde commercial precinct. The supporting documentation indicates that there is capacity for additional retail floor area in the trade catchment surrounding the site. On this basis, staff support the proposed re-zoning.

The scope of private Code Amendments is limited to how the Code applies to the affected area, and as such, there is little opportunity to introduce site specific or bespoke policies addressing issues which are likely to be relevant in a future assessment. The Code Amendment, as proposed, is considered to provide a likely suitable range of policies to address built form outcomes and noise impacts as part of a future development application. However, there are gaps in the policy regime with respect to local traffic impacts and integrated stormwater management which are raised in the attached draft submission.

## COMMENTS

Nil

## RECOMMENDATION

1. That the draft submission contained in **Attachment F**, in response to the proposed *19-29 Glynburn Road Glynde Code Amendment*, be endorsed and the submission be forwarded to the State Planning Commission and the proponent.
2. That the Chief Executive Officer be authorised to make any minor editorial/grammatical changes to the submission prior to the submission being lodged.



## **Attachments – Item 11.3**

# Attachment A

## 19-29 Glynburn Road Glynde Code Amendment

---

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)

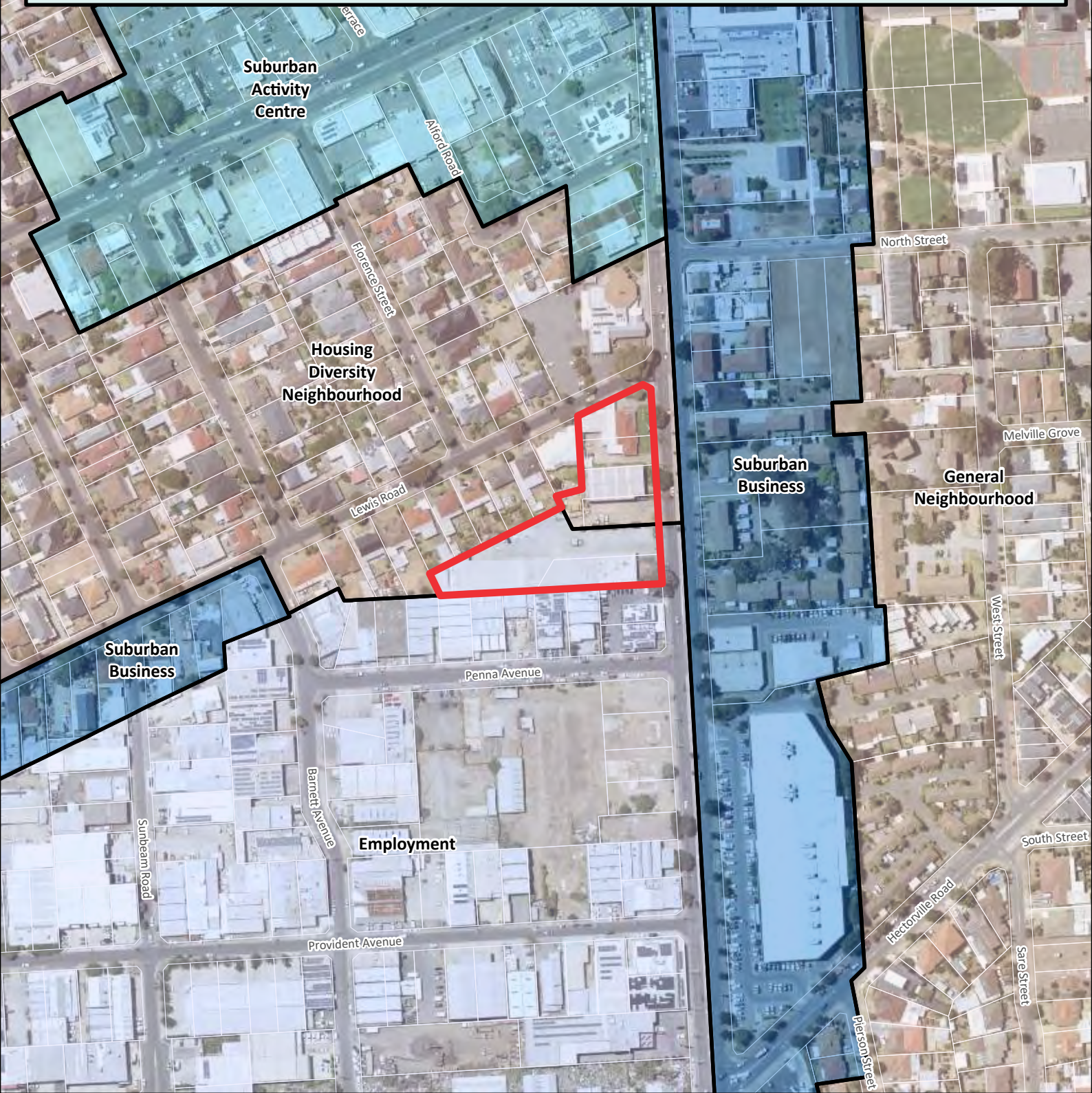


City of  
Norwood  
Payneham  
& St Peters

# 19 to 29 Glynburn Road, Glyde

A

Aldi Foods Pty Ltd (trading as Aldi Stores)



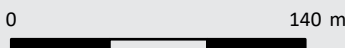
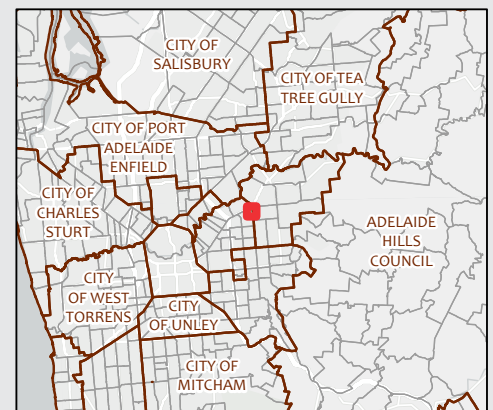
**Status:** Initiated

**LGA:** City of Norwood Payneham and St Peters

**Affected Area (ha):** 1.2

**Current Zone:** Housing Diversity Neighbourhood and Employment Zone

**Proposed Zone:** Suburban Activity Centre Zone



- Affected Area
- Code Zones
- Parcel boundaries



# Attachment B

## 19-29 Glynburn Road Glynde Code Amendment

---

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters

***19-29 Glynburn Road, Glynde Code Amendment***

***By ALDI Stores (Designated Entity)***

***For Consultation***



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## HAVE YOUR SAY

This Code Amendment is on consultation from Monday 6<sup>th</sup> of September to Monday 18<sup>th</sup> of October 2021.

During this time, you are welcome to lodge a written submission about any of the changes proposed in this Code Amendment.

Submissions can be lodged via:

- An online feedback form available from: [plan.sa.gov.au/en/code\\_amendments](http://plan.sa.gov.au/en/code_amendments)
- In writing, sent to:
  - 'Glynde Code Amendment' PO Box 4144 Norwood South SA 5067; or
  - [feedback@codeamendments.com.au](mailto:feedback@codeamendments.com.au)

During the consultation period, the following engagement activities will be available for stakeholders and the broader community:

- Public notice on the SA Planning Portal;
- Website update (SA Planning Portal);
- Online feedback form to collect feedback on the Code Amendment (Plan SA website and Survey Monkey). An identical hard copy version will be created for those unable to fill out the online version;
- Letter to stakeholders (i.e. Department of Infrastructure and Transport, the City of Norwood Payneham & St Peters, the City of Campbelltown, the City of Port Adelaide Enfield, retail associations, utility providers) summarising key elements of the Code Amendment and inviting feedback;
- Letter to local Members of Parliament summarising key elements of the Code Amendment and inviting feedback;
- Letter to surrounding property occupiers within 500 metres of the Affected Area, summarising key elements of the Code Amendment and promoting opportunity for one-on-one meetings and how feedback can be provided;
- Letter to landowners on and within 100 metres of the Affected Area;
- Visits to local businesses in the Suburban Activity Centre Zone located to the north of the Affected Area to discuss the Code Amendment and invite feedback; and
- One-on-one meetings with surrounding land owners and occupiers (who request a meeting in response to letter) to discuss the Code Amendment and invite feedback.

## 1. WHAT IS THE PLANNING AND DESIGN CODE?

The Planning and Design Code (the Code) sets out the rules that determine what landowners can do on their land.

For instance, if you want to build a house, the Code rules will tell you how high you can build and how far back from the front of your land your house will need to be positioned. The Code will also tell you if any additional rules apply to the area where your land is located. For example, you might be in a high bushfire risk area or an area with specific rules about protecting native vegetation.

### 1.1. Planning and Design Code Framework

The Code is based on a framework that contains various elements called overlays, zones, sub zones and general development policies. Together these elements provide all the rules that apply to a particular parcel of land. An outline of the Code Framework is available on the SA Planning Portal (<https://plan.sa.gov.au/>).

### 1.2. Overlays

Overlays contain policies and maps that show the location and extent of special land features or sensitivities, such as heritage places or areas of high bushfire risk.

They may apply across one or more zones. Overlays are intended to be applied in conjunction with the relevant zone. However, where policy in a zone conflicts with the policy in an overlay, the overlay policy trumps the zone policy.

### 1.3. Zones

Zones are areas that share common land uses and in which specific types of development are permitted. Zones are the main element of the Code and will be applied consistently across the state.

For example, a township zone for Andamooka can be expected to apply to similar townships like Carrieton. Each zone includes information (called classification tables) that describes the types of development that are permitted in that zone and how they will be assessed.

### 1.4. Sub zones

Sub zones enable variation to policy within a zone, which may reflect local characteristics. An example is Port Adelaide centre, which has many different characteristics to typical shopping centres due to its maritime activities and uses.

### 1.5. General Development Policies

General development policies outline functional requirements for development, such as the need for car parking or wastewater management. While zones determine what development can occur in an area, general development policies provide guidance on how development should occur.

## 1.6. Amending the Planning and Design Code

*The Planning, Development and Infrastructure Act 2016* (the Act) provides the legislative framework for undertaking amendments to the Code. With approval of the Minister for Planning and Local Government (the Minister) a Council, Joint Planning Board, Government Agency or private proponent may initiate an amendment to the Code and undertake a Code Amendment process.

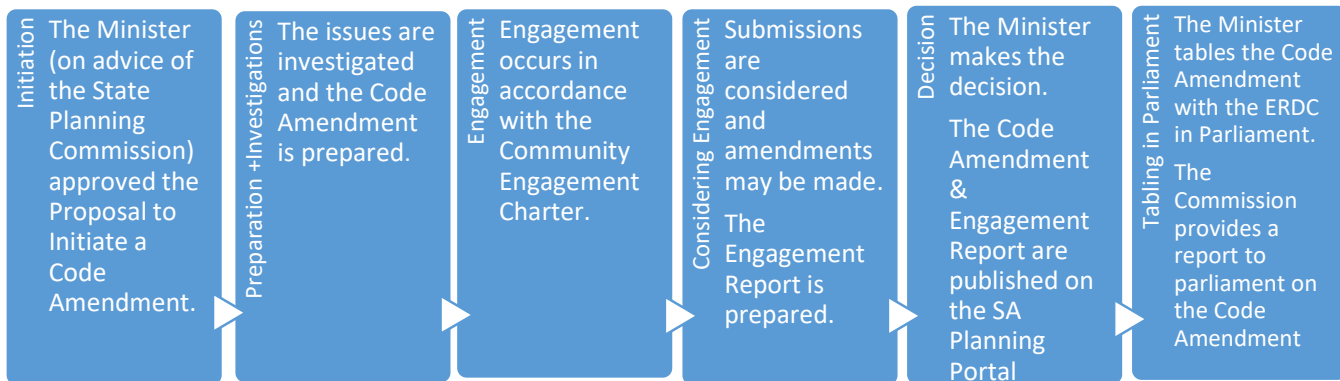
An approved Proposal to Initiate will define the scope of the Amendment and prescribe the investigations which must occur to enable an assessment of whether the Code Amendment should take place and in what form.

The State Planning Commission (the Commission) is responsible under the Act for ensuring the Code is maintained, reflects contemporary values relevant to planning, and readily responds to emerging trends and issues.

The Commission provided independent advice to the Minister for Planning and Local Government on the Proposal to initiate this Code Amendment. The Commission will also provide a report on the Code Amendment (including compliance with the Community Engagement Charter) at the final stage of the Code Amendment process.

The Code Amendment process is illustrated in Figure 1.6 below:

**Figure 1.1 Code Amendment Process**



## 2. WHAT IS PROPOSED IN THIS CODE AMENDMENT?

### 2.1. Need for the amendment

Currently, the Affected Area is subject to two different Zones which do not reflect the existing land uses. In addition, the dual zoning discourages the attainment of a coordinated development outcome while also discouraging mid-size retail development which is envisaged by this Code Amendment. For these reasons, the Code Amendment seeks to introduce a consistent policy framework across the Affected Area which will facilitate the coordinated development of retail development in the form of a mid-size supermarket (or similar). In addition, the Code Amendment



introduces a policy framework which will establish a better land use transition between the Affected Area and the existing residential properties to the north which will assist with the management of interface issues.

## 2.2. Affected Area

The area affected by the proposed amendment is located at 19-29 Glynburn Road, Glynde and is illustrated in the map provided in **Attachment A** and in Figure 2.1 below.

**Figure 2.1 Affected Area**



The Affected Area is formally identified within the following Certificates of Title:

- Allotment 1 and 2, Volume 5213 Folio 875;
- Allotment 49, Volume 5482 Folio 725;
- Allotment 102, Volume 5482 Folio 727;
- Allotment 103, Volume 5214 Folio 620; and
- Allotment 6, Volume 5214 Folio 244.

The location of the various allotments which make up the Affected Area are illustrated in Figure 2.2 on the following page.

**Figure 2.2 Affected Area and Allotment Identifiers**



There are no easements, right-of-ways or other caveats affecting Allotments 1 and 2. However, there is a caveat over Allotments 49 and 102 (numbered 3 and 4 in Figure 2.1) relating to a lease over the land to Lawrence & Hanson Group Pty for a period of three years commencing 1 February 2019. There is also a lease over Allotments 103 and 6, however, the Certificates of Title do not provide details of this lease.

A 1 metre wide easement for drainage purposes exists over a portion of Lot 49 and extends to the north over adjoining Lot 50 on which a dwelling is located. While the portion of this easement over Lot 50 does not form part of the affected area, it is considered relevant to the Code Amendment as it may be required to assist with the management of stormwater generated by future development on the land.

The Certificate of Title for Lot 103 identifies the easement on adjoining Lot 49 noting that it is appurtenant to land marked 'X' on Lot 103. Given that both Lot 49 and Lot 103 form part of the Affected Area, the presence of the easement will not impact on the Code Amendment.

Measuring 7,423m<sup>2</sup>, the Affected Area comprises several buildings used for commercial purposes together with associated car parking areas, outdoor storage areas, sheds and signage. The Affected Area has a frontage to Glynburn Road of approximately 110 metres, as well as frontage to Lewis Road of approximately 40 metres.

Glynburn Road is a 'secondary arterial road' under the care and control of the Department for Infrastructure and Transport (DIT), while Lewis Road is a local road under the care and control of the City of Norwood Payneham and St Peters ('the Council'). There are currently three (3) crossovers to Glynburn Road which allow left turn movements both into and out of the Affected Area. Currently, right turn movements are restricted by a solid median on Glynburn Road. There is one



crossover to Lewis Road which provides for left and right movements into and out of the Affected Area.

Existing development on the Affected Area is relatively uncoordinated in terms of vehicle circulation, parking, signage, landscaping and architectural style. Existing uses on the Affected Area include:

- A retail premises (with a floor area of approximately 600m<sup>2</sup>) which is occupied by 'L & H Electrical Supplies';
- A number of commercial tenancies within a large building including a Korean supermarket, an indoor recreation centre and what appears to be a warehouse or store located towards the rear (west); and
- An office within a converted dwelling which is being used by 'Mind Australia'.

The Affected Area contains large expanses of hardstand which are generally used for the parking and movement of vehicles associated with the various buildings and land uses. An electrical transformer (or similar facility) is located on Lot 103 within the car parking area. While the Affected Area appears to be flat, there is a slight grade down towards the north-west.

**Figure 2.3:** Aerial view of the site looking towards the west (Source: [www.commercialrealestate.com.au](http://www.commercialrealestate.com.au))



Vegetation is generally limited to shrubs and grasses located within small landscaped areas that are typically located in front of the buildings. The exception to this is a Regulated Tree which is located in the south-eastern corner of the site in front of the



Korean Supermarket. A Palm Tree (not Regulated) is also located in the north-eastern corner of the site near the office building.

Images of the affected area are provided in the figures below and on the following pages.

**Figure 2.4:** View north-west towards the subject site – across Glynburn Road



**Figure 2.5:** View north into the subject site from Glynburn Road showing existing supermarket and retail premises





**Figure 2.6:** View west into the subject site from Glynburn Road showing existing supermarket



**Figure 2.7:** View south along Glynburn Road showing existing retail premises



**Figure 2.8:** View south along Glynburn Road, from Lewis Road showing existing office



### 2.3. The Locality and Surrounding Development

The character of the locality is mixed in terms of land use and built-form (see Figures 2.9 and 2.10). The locality features a mixture of ‘employment’, ‘neighbourhood’, ‘business’ and ‘activity centre’ style Zones with a range of land uses spread across these Zones. Beyond the subject site, the locality includes non-residential development in the form of shops directly to the south of the site in the Employment Zone (Pasta Deli) as well as to the east on the opposite side of Glynburn Road in the Suburban Business Zone. In particular, there are a number of bulky goods outlets on the eastern side of Glynburn Road including a Mitre 10 Hardware Store as well as a complex accommodating Freedom Furniture, Supercheap Auto and the Good Guys.

Further non-residential development in the form of crash repairs and similar light industrial activities, are located to the south of the site on Penna Avenue within the Employment Zone. To the north of the site, on the opposite side of Lewis Road and fronting Glynburn Road is the Glynde Lutheran Church which is located in the Housing Diversity Neighbourhood Zone.

The Glynde shopping precinct is located further to the north in the Suburban Activity Centre Zone and features a Foodland supermarket, Brunelli Café, the Glynde Hotel, a McDonalds restaurant as well as a number of other centre related land uses.

Further to the south, a Development Application is currently under assessment for a substantial Bunnings Hardware Store. If approved and constructed, this Hardware Store is also likely to include the installation of additional traffic lights at the intersection of Penna Avenue and Glynburn Road.



Figure 2.9: The Locality – key land uses



Residential development in the form of single-storey detached dwellings adjoin the Affected Area to the north fronting Lewis Road. Further residential development in the form of one and two-storey residential flat buildings, are located to the east on the opposite side of Glynburn Road in the Suburban Business Zone.

The locality also includes a Local Heritage Place (the former Glynde Fire Station) which has been converted into a shop in the Employment Zone and is now known as Pasta Deli.

It is noted that the Employment Zone to the south of the Affected Area is undergoing a transition from a predominantly industrial area to a mixture of land uses including food related business which often have a retail and warehousing element.



Figure 2.10: The Locality – existing Zones

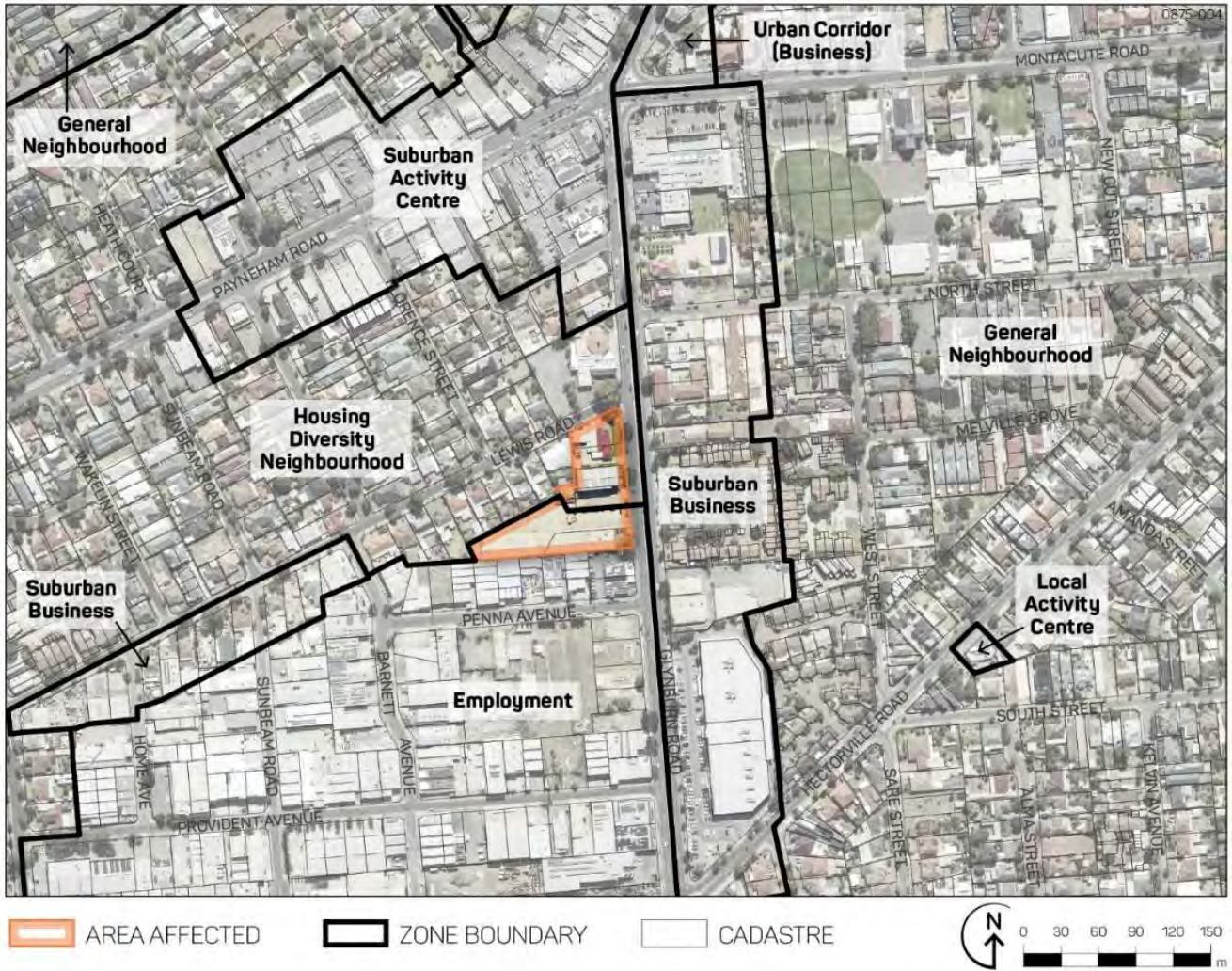
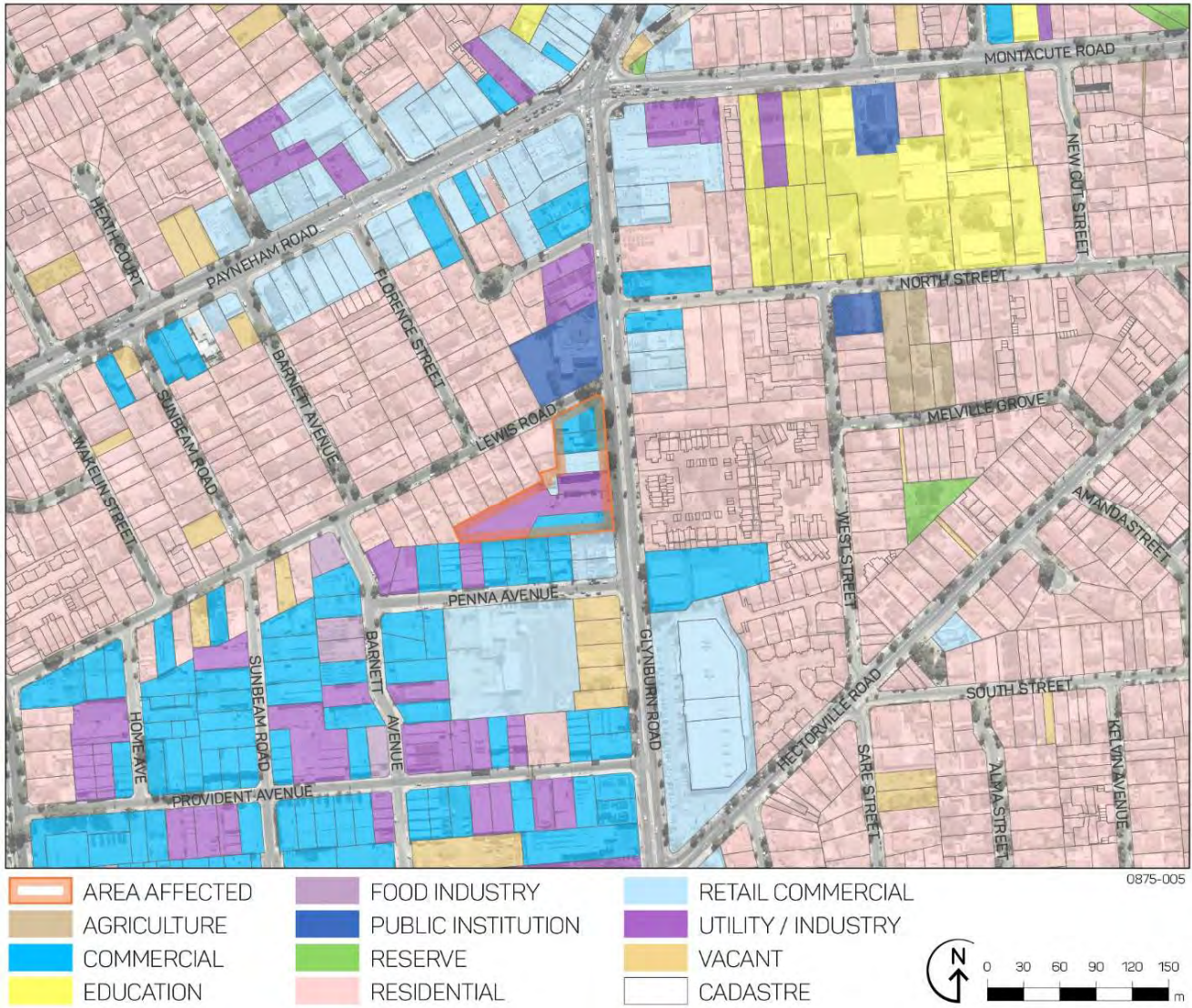


Figure 2.11 on the following page identifies the land use mix in the locality and clearly illustrates the extent of non-residential development along the western side of Glynburn Road including on the Affected Area.



Figure 2.11: The Locality – Land Uses



Images of development in the locality are provided in the figures on the following pages.



**Figure 2.12:** Glynde Lutheran Church to the north of the Affected Area



**Figure 2.13:** Pasta Deli and Regulated Tree to the south of the Affected Area



**Figure 2.14:** Example of typical housing close to the Affected Area



**Figure 2.15:** 'Shop Top' housing east of the Affected Area





## 2.4. Summary of proposed policy changes

### 2.4.1. Current Code Policy

The Affected Area is currently located in the Employment Zone and Housing Diversity Neighbourhood Zone as shown previously in Figure 2.10 as well as in **Attachment B**.

The Housing Diversity Neighbourhood Zone generally seeks residential development as reflected in the following Desired Outcome for future development:

*DO1 Medium density housing supports a range of needs and lifestyles, located within easy reach of a diversity of services and facilities. Employment and community service uses contribute to making the neighbourhood a convenient place to live without compromising residential amenity.*

The Employment Zone generally seeks a range of light industry and commercial development as reflected in the following desired outcomes for future development:

*DO1 A diverse range of low-impact light industrial, commercial and business activities that complement the role of other zones accommodating significant industrial, shopping and business activities.*

*DO2 Distinctive building, landscape and streetscape design to achieve high visual and environmental amenity particularly along arterial roads, zone boundaries and public open spaces.*

The portion of the Affected Area within the Housing Diversity Neighbourhood Zone is subject to the following Overlays and Technical and Numerical Variations:

#### **Overlays**

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Affordable Housing
- Hazards (Flooding General)
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Traffic Generating Development
- Urban Transport Routes
- Urban Tree Canopy

**Local Variation (TNV)**

- Minimum Frontage (Minimum frontage for a detached dwelling is 9m; semi-detached dwelling is 8m; row dwelling is 5m; group dwelling is 18m; residential flat building is 18m)
- Minimum Site Area (Minimum site area for a detached dwelling is 330 sqm; semi-detached dwelling is 300 sqm; row dwelling is 200 sqm; group dwelling is 200 sqm)
- Maximum Building Height (Levels) (Maximum building height is 3 levels)

The portion of the Affected Area within the Employment Zone is subject to the following Overlays and Technical and Numerical Variations:

**Overlays**

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Heritage Adjacency
- Hazards (Flooding General)
- Prescribed Wells Area
- Regulated and Significant Tree
- Traffic Generating Development
- Urban Transport Routes

**Local Variation (TNV)**

- Maximum Building Height (Levels) (Maximum building height is 2 levels)

**2.4.2. Proposed Code Policy**

The Code Amendment proposes to rezone the entire Affected Area to 'Suburban Activity Centre Zone' which generally seeks development in the form of shops along with business, entertainment and recreation facilities as reflected in the Desired Outcome.

*DO 1 An active commercial precinct supporting neighbourhood-scale shopping, business, entertainment and recreation facilities to provide a focus for business and community life and most daily and weekly shopping needs of the community. Buildings and pedestrian areas create a high quality, activated public realm that is integrated with pedestrian and cycle networks and establish well-defined connections to available public transport services.*

Performance Outcome 1.1 and the associated Deemed to Satisfy/Designated Performance Feature of the Suburban Activity Centre

Zone provides more specific guidance in relation to envisaged development in the Zone:

<b>Performance Outcome</b>	<b>Deemed-to-Satisfy Criteria / Designated Performance Feature</b>
<p><i>PO 1.1</i></p> <p><i>Shops, office, entertainment, health and recreation related uses and other businesses that provide a range of goods and services to the surrounding neighbourhood and district.</i></p>	<p><i>DTS/DPF 1.1</i></p> <p><i>Development comprises one or more of the following:</i></p> <ul style="list-style-type: none"> <li><i>(a) Advertisement</i></li> <li><i>(b) Cinema</i></li> <li><i>(c) Community facility</i></li> <li><i>(d) Consulting room</i></li> <li><i>(e) Dwelling</i></li> <li><i>(f) Educational establishment</i></li> <li><i>(g) Emergency services facility</i></li> <li><i>(h) Hospital</i></li> <li><i>(i) Hotel</i></li> <li><i>(j) Indoor recreation facility</i></li> <li><i>(k) Library</i></li> <li><i>(l) Office</i></li> <li><i>(m) Place of worship</i></li> <li><i>(n) Pre-school</i></li> <li><i>(o) Recreation area</i></li> <li><i>(p) Residential flat building</i></li> <li><i>(q) Retail fuel outlet</i></li> <li><i>(r) Retirement Facility</i></li> <li><i>(s) Shop</i></li> <li><i>(t) Supported Accommodation</i></li> <li><i>(u) Tourist accommodation.</i></li> </ul>

In addition, it is proposed to retain the Overlays and Technical Numerical Variations that currently apply to the land within the existing Employment Zone on the Affected Area. More specifically, the Code Amendment seeks to introduce the following Overlays and Technical and Numerical Variations over the entire Affected Area. An explanation of the purpose of each Overlay is also provided in italics.

### **Overlays**

- **Airport Building Heights (Regulated) - All structures over 45 metres**  
*The Airport Building Heights (Regulated) Overlay seeks to ensure building height does not pose a hazard to the operation and safety requirements of commercial and military airfields.*
- **Heritage Adjacency**  
*The Heritage Adjacency Overlay seeks to ensure development adjacent to State and Local Heritage Places maintains the heritage and cultural values of those places.*

- Hazards (Flooding - General)  
*The Hazards (Flooding - General) Overlay seeks to minimise impacts of general flood risk through appropriate siting and design of development.*
- Prescribed Wells Area  
*The Prescribed Wells Area Overlay seeks to ensure sustainable water use in prescribed wells areas.*
- Regulated and Significant Tree  
*The Regulated and Significant Tree Overlay seeks to mitigate the loss of regulated trees through appropriate development and redevelopment.*
- Traffic Generating Development  
*The Traffic Generating Development Overlay aims to ensure safe and efficient vehicle movement and access along urban transport routes and major urban transport routes.*
- Urban Transport Routes  
*The Urban Transport Routes Overlay seeks to ensure safe and efficient vehicle movement and access along urban transport routes.*

**Local Variation (TNV)**

- Maximum Building Height (Levels) (Maximum building height is 2 levels)
- Interface Height (Development should be constructed within a building envelope provided by a 30 or 45 degree plane, depending on orientation, measured 3m above natural ground at the boundary of an allotment)

The proposed policy changes are shown in **Attachment C**.

### **3. WHAT ARE THE NEXT STEPS FOR THIS CODE AMENDMENT?**

#### **3.1. Engagement**

Engagement on the Code Amendment must occur in accordance with the Community Engagement Charter principles, which requires that:

- Engagement is genuine;
- Engagement is inclusive and respectful;
- Engagement is fit for purpose;

- Engagement is informed and transparent; and
- Engagement processes are reviewed and improved.

An Engagement Plan has been prepared for this Code Amendment to ensure that engagement will be conducted and measured against the principles of the Charter. For more information on the Community Engagement Charter go to the SA Planning Portal at ([www.plan.sa.gov.au](http://www.plan.sa.gov.au)).

A summary of the engagement that is occurring for this Code Amendment is as follows:

### ***Pre-Engagement Stage***

This stage of engagement uses a CONSULT level of engagement to determine parameters for the preparation of the Code Amendment. It includes the following activities:

- Meeting with relevant Officers from the Attorney General's Department (Planning and Land Use Services);
- Meeting with relevant Officers from the City of Norwood Payneham & St Peters;
- Meeting with relevant Officers from the City of Campbelltown; and
- Meeting/phone call with relevant Officers from the Department for Infrastructure and Transport.

### ***Stage 1***

This stage of engagement uses INFORM and CONSULT levels of engagement to raise awareness and gather feedback on the Code Amendment. The commencement of the activities in this stage will mark the start of a six (6) week engagement period. It includes the following activities:

- Public notice on the SA Planning Portal;
- Website update (SA Planning Portal);
- Online feedback form to collect feedback on the Code Amendment (Plan SA website and Survey Monkey). An identical hard copy version will be created for those unable to fill out online version;
- Letter to stakeholders (i.e. Department of Infrastructure and Transport, the City of Norwood Payneham & St Peters, the City of Campbelltown, the City of Port Adelaide Enfield, retail associations, utility providers) summarising key elements of the Code Amendment and inviting feedback;
- Letter to local Members of Parliament summarising key elements of the Code Amendment and inviting feedback;
- Letter to surrounding property occupiers within 500 metres of the Affected Area, summarising key elements of the Code Amendment and promoting opportunity for one-on-one meetings and how feedback can be provided;



- Letter to landowners on and within 100 metres of the Affected Area;
- Visits to local businesses in the Suburban Activity Centre Zone located to the north of the Affected Area to discuss the Code Amendment and invite feedback; and
- One-on-one meetings with surrounding land owners and occupiers (who request a meeting in response to letter) to discuss the Code Amendment and invite feedback.

### **Stage 2**

This stage of engagement uses an INFORM level of engagement to close the loop with engagement participants about the final Code Amendment. It includes the following activities:

- Engagement summary report – what was heard through engagement and how it influenced final Code Amendment;
- Letter/email to those involved in the engagement process communicating information on the final Code Amendment, engagement summary report and link to evaluation survey; and
- Website updates (SA Planning Portal) providing final Code Amendment and engagement summary report

### **Stage 3**

This stage of engagement involves an EVALUATION of the effectiveness of engagement and includes a feedback form/participant survey through Survey Monkey or direct email to participants.

## **3.2. How can I have my say on the Code Amendment?**

There are several ways in which you can provide feedback on the Code Amendment. This includes:

- An online feedback form available from: [plan.sa.gov.au/en/code\\_amendments](http://plan.sa.gov.au/en/code_amendments)
- In writing, sent to:
  - 'Glynde Code Amendment' PO Box 4144 Norwood South SA 5067; or
  - [feedback@codeamendments.com.au](mailto:feedback@codeamendments.com.au)

## **3.3. What changes to the Code Amendment can my feedback influence?**

The Code Amendment seeks to introduce the Suburban Activity Centre Zone over the Affected Area which will replace the existing Employment Zone and Housing Diversity Neighbourhood Zone. In essence, the new Zone will provide a more supportive policy framework for retail development and is likely to result in the development of a mid-size supermarket with a floor area in the order of 2,000m<sup>2</sup>.

Importantly, the Minister for Planning and Local Government has advised that the scope of the Code Amendment must be limited to the spatial application of the

existing Zones, Subzones and Overlays as well as the Technical and Numerical Variations under the Planning and Design Code. In effect, this means that the scope of the Code Amendment is limited to the selection of existing Zones, Subzones and Overlays from the Planning and Design Code. Also, the introduction of site specific policies is limited to the existing range of Technical and Numerical Variations which may apply within the selected Zone.

With the above in mind, feedback from the community and key stakeholders is sought in relation to the following matters:

- Whether the investigations associated with the Code Amendment have appropriately addressed the following key issues:
  - Economic impact;
  - Transport and parking impact;
  - Stormwater impact;
  - Interface impact (including noise and visual appearance);
  - Services impact;
  - Suitability of the Affected Area for the intended use (including potential site contamination);
- Whether the proposed Suburban Activity Centre Zone is the most appropriate zone for the Affected Area; and
- Whether the proposed maximum height of two (2) building levels is appropriate for the Affected Area (noting that the same maximum building height applies to the existing Glynde shopping precinct to the north).

### **3.4. What will happen with my feedback?**

URPS, on behalf of ALDI Foods Pty Ltd (the Designated Entity), is committed to undertaking consultation in accordance with the principles of the Community Engagement Charter and is genuinely open to considering the issues raised by people in the community.

All formal submissions will be considered by the Designated Entity when determining whether the proposed Amendment is suitable and whether any changes should be made.

Each submission will be entered into a register and you will receive an email acknowledging receipt of your submission. Your submission will be published on the SA Planning Portal. Personal addresses, email and phone numbers will not be published, however company details will be.

The Designated Entity will consider the feedback received in finalising the Code Amendment and URPS will prepare an Engagement Report which will outline what was heard during consultation and how the proposed Code Amendment was changed in response to submissions.

The Engagement Report will be forwarded to the Minister for Planning and Local Government, and then published on the SA Planning Portal.

### **3.5. Decision on the Code Amendment**

Once the Engagement Report is provided to the Minister for Planning and Local Government, the Commission may provide further advice to the Minister:

- If an agreement for recovery of costs for the Code Amendment has been entered into under section 73(9) of the Act; or
- At the Minister's request, if the Code Amendment is considered significant.

The Minister will then either adopt the Code Amendment (with or without changes) or determine that the Code Amendment should not proceed. The Minister's decision will then be published on the SA Planning Portal.

If adopted, the Code Amendment will be referred to the Environment Resources and Development Committee of Parliament (ERDC) for their review. The Commission will also provide the Committee with a report on the Code Amendment, including the engagement undertaken on the Code Amendment and its compliance with the Community Engagement Charter.

## **4. ANALYSIS**

### **4.1. Strategic Planning Outcomes**

#### **4.1.1. Summary of Strategic Planning Outcomes**

The following strategic planning outcomes are considered relevant to the proposed Code Amendment.

- The likely economic effect of the Code Amendment in relation to future investment decisions, job creation and the impact on existing retail traders in the catchment;
- The impact that the Code Amendment may have on movement networks including surrounding roads, footpath and cycleways;
- The impact that the Code Amendment may have on the capacity of existing infrastructure and services including water, sewer, power and the management of stormwater;
- The impact that the Code Amendment may have on adjacent development and the manner in which any impacts can be managed; and
- The ability of the Affected Area to accommodate anticipated future land uses.

These Strategic Planning Outcomes have informed and shaped the various investigations that have been undertaken during the preparation of the Code Amendment.

#### **4.1.2. Consistency with the State Planning Policies**

State Planning Policies define South Australia's planning priorities, goals and interests. They are the overarching umbrella policies that define the state's interests in land use. There are 16 State Planning Policies and six special legislative State Planning Policies.

These policies are given effect through the Code, with referral powers assigned to relevant Government Agencies (for example, the Environmental Protection Agency for contaminated land). The Code (including any Code Amendments) must comply with any principle prescribed by a State Planning Policy.

This Code Amendment is considered to be consistent with the State Planning Policies as shown in **Attachment D**.

#### **4.1.3. Consistency with the Regional Plan**

The directions set out in Regional Plans provide the long term vision and set the spatial patterns for future development within a region. This can include land use integration, transport infrastructure and the public realm.

The Commission has identified that the existing volumes of the South Australian Planning Strategy, prepared under the *Development Act 1993*, will apply until such time as the new Regional Plans are prepared and adopted. Refer to the SA Planning Portal for more information on the Commission's program for implementing Regional Plans throughout South Australia.

Where there is conflict between a Regional Plan and the State Planning Policies, the State Planning Policies will prevail.

This Code Amendment is considered to be consistent with the Regional Plan as shown in **Attachment D**.

#### **4.1.4. Consistency with other key strategic policy documents**

The Code Amendment has referred to 'CityPlan 2030 Shaping Our Future' which sets out the long-term strategic vision and plan for the City of Norwood Payneham St Peters and which provides high-level guidance to the Council and the community.

CityPlan 2030 outlines a Vision and a series of Outcomes which are intended to reflect the community's aspirations over the next 10 years and beyond. Of particular relevance to the Code Amendment is 'Outcome 3

Economic Prosperity' which seeks to create “a dynamic and thriving centre for business and services”.

Outcome 3 also establishes the following Objectives and associated Strategies of relevance to the Code Amendment:

**Objective 3.1** *A diverse range of businesses and services.*

**Strategy**

3.1.2 *Attract diverse businesses to locate in our City.*

**Objective 3.2** *Cosmopolitan business precincts contributing to the prosperity of the City.*

**Strategy**

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

3.2.2 *Retain commercial and industrial land in appropriate locations, and protect it from the encroachment of incompatible land uses.*

**Objective 3.5** *A local economy supporting and supported by its community.*

**Strategy**

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

3.5.2 *Retain accessible local shopping and services.*

3.5.3 *Encourage businesses to sponsor local community activities.*

3.5.4 *Support opportunities for the community to access locally produced food and beverage produce.*

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

The Code Amendment responds to the Outcomes, Objectives and Strategies expressed in CityPlan 2030 in the following ways:

- By reviewing the existing zoning of the Affected Area to determine the most appropriate land use in order to attract additional investment into the Council area;
- By reviewing the impact of the Code Amendment on the existing supply of Employment land within the Council area; and
- By encouraging the development of additional shopping services in an area where an identified shortfall in retail floorspace exists.



## 4.2. Infrastructure planning

The investigations undertaken during the preparation of this Code Amendment (see section 4.3) have demonstrated that the Affected Area is currently serviced by existing infrastructure which has sufficient capacity and augmentation capability to accommodate the types of development envisaged within the proposed Suburban Activity Centre Zone. More specifically, appropriate vehicular access is available via the surrounding road network, water and sewer services are provided by SA Water along the adjoining roads, an appropriate power supply is available and stormwater generated by future development can be discharged appropriately to the Council's drainage system. On this basis, sufficient infrastructure is available to service the anticipated future development within the Affected Area without requiring significant upgrade.

## 4.3. Investigations

### 4.3.1. Investigations undertaken

The extent of investigations that have been undertaken as part of the Code Amendment process have been agreed by the Minister for Planning and Local Government in the 'Proposal to Initiate'. More specifically, the following investigations have been undertaken to inform this Code Amendment:

- Assessment of potential Zones;
- Land use and economic investigations;
- Transport impact assessment;
- Stormwater infrastructure assessment;
- Interface assessment;
- Services assessment; and
- Site history assessment

Further details on the investigations undertaken in support of the Code Amendment are included below while the associated reports are included in **Attachment E**.

### 4.3.2. Assessment of Potential Zones

The rationale for the Code Amendment (as outlined in the 'Proposal to Initiate' document), is to establish a more supportive planning policy framework for retail development – specifically a small to mid-size supermarket. The 'Proposal to Initiate' document goes on to suggest the following possible policy options to achieve such an outcome:

1. Expansion of the 'Suburban Activity Centre Zone', which is located to the north of the Affected Area (beyond the Glynde Lutheran Church)

and which supports retail land uses with a greater gross leasable floor area;

2. Amending the existing Housing Diversity Neighbourhood Zone and Employment Zone on the land to allow for a greater 'scale' of retail development and to remove or increase the Restricted 'trigger' for shops greater than 1,000m<sup>2</sup>;
3. Reviewing and selecting a more appropriate Zone from the suite of zone options available within the Productive Economy Chapter of the Code, which would support retail development with a GLA exceeding 1,000m<sup>2</sup>.

In relation to Option 2, it is noted that amending the Housing Diversity Neighbourhood Zone and the Employment Zone could have unintended consequences for other sites around South Australia. This is because the restricted development classification applies to all land that is covered by these two Zones. In other words, if the restricted development classification was amended to only capture shops with a floor area of, say, 2,000m<sup>2</sup> or greater, there would be significant implications for other land zoned Employment or Housing Diversity Neighbourhood across South Australia.

In order to justify such a policy change, a rigorous and thorough assessment would need to be undertaken into the 'pros' and 'cons' associated with an amendment of the restricted development classification for all land zoned Employment or Housing Diversity Neighbourhood across South Australia. Such an assessment is beyond the scope of this Code Amendment.

Notwithstanding, it may be possible to insert a specific exclusion in 'Table 4 - Restricted Development Classification' for the two existing Zones to indicate that a shop specifically located on the Affected Area with a gross leasable floor area of 1,000m<sup>2</sup> or greater is excluded from being restricted. However, this is considered a relatively clumsy policy approach and is likely to cause a level of confusion given that the Desired Outcomes of the two Zones do not contemplate retail development of this size and nature.

For the above reasons, Option 2 is not considered an appropriate policy response.

In terms of Option 3, the 'Guide to the Phase Three (Urban Areas) Planning and Design Code March 2021' prepared by the Attorney General's Department provides useful guidance in relation to the land uses and the intended intensity/location of development sought by the various zones within the Planning and Design Code.

With this in mind, Figure 4.1 on the following page provides a helpful snapshot of the naming convention of zones which assists to determine the appropriate zone for the Affected Area based on its location and the stated rationale of achieving a more supportive policy framework for retail development in the form of a mid-size supermarket.

In terms of the desired land use, it is noted that an ‘Activity Centre’ provides shopping, business, entertainment and recreation facilities (depending on the intensity and location of the centre). This is consistent with intended retail use of the Affected Area.

In terms of ‘Intensity/Location’ it is noted that the Affected Area is suburban in character and nature which is described as “lower density areas within an urban area”.

**Figure 4.1:** Zone naming convention (adapted from Guide to the Phase Three (Urban Areas) Planning and Design Code March 2021)

	Term	Meaning
Land Use	Neighbourhood	Residential areas primarily envisaging housing.
	Employment	Primarily envisages commercial and industrial activities, as well as supporting employment-generating uses.
	Activity Centre	Centres providing shopping, business, entertainment and recreation facilities (depending on intensity/location of the centre).
	Main Street	A centre in a main street or high street context, providing a mix of land uses such as retail, office, commercial and community facilities (depending on intensity/location of the main street).
	Corridor	Seeking higher density development focussed along a particular road, typically mixed use development with active ground-floor uses.
	Innovation	Mixed use areas promoting research, health, education and technology.
	Infrastructure	Area for the provision of infrastructure such as electricity, landfill/waste, water treatment/supply, airports, marinas.
Intensity/Location	City	City of Adelaide (CBD, North Adelaide and Park Lands).
	Strategic	Areas of State-level importance.
	Urban	Redeveloping areas serving a broad urban catchment within South Australia.
	Suburban	Lower density areas within an urban area.
	Township	Towns within a regional or rural area.
	Settlement	Rural settlements, of a smaller scale than townships.
	Rural	Areas in a countryside or remote location.

With the above in mind, it is apparent that there are two possible zones within the Planning and Design Code which may be suitable for the Affected Area (i.e. zones that provide for shopping, business, entertainment and

recreation facilities within a suburban location). These two zones are the Suburban Activity Centre Zone and the Local Activity Centre Zone.

Helpfully, the 'Guide to the Phase Three (Urban Areas) Planning and Design Code March 2021' provides the following description of these two Zones.

#### **Suburban Activity Centre Zone**

##### **Zone outcome**

*This zone encourages active retail precincts that includes neighbourhood-scale shopping, business, entertainment and recreation facilities. It is a focus for business and community life and provides for most daily and weekly shopping needs of the community.*

##### **Where it applies:**

*Existing Neighbourhood Centres, as well as some small District Centres*

##### **Does the zone include Subzones?**

No.

#### **Local Activity Centre Zone**

##### **Zone outcome**

*This zone envisages a range of small-scale shops, offices, business, health and community facilities to provide daily services to and support walkable neighbourhoods.*

*The zone typically includes areas comprising a small cluster of commercial and retail businesses including small-scale shops, offices, business, health and community facilities to provide daily services to and support walkable neighbourhoods.*

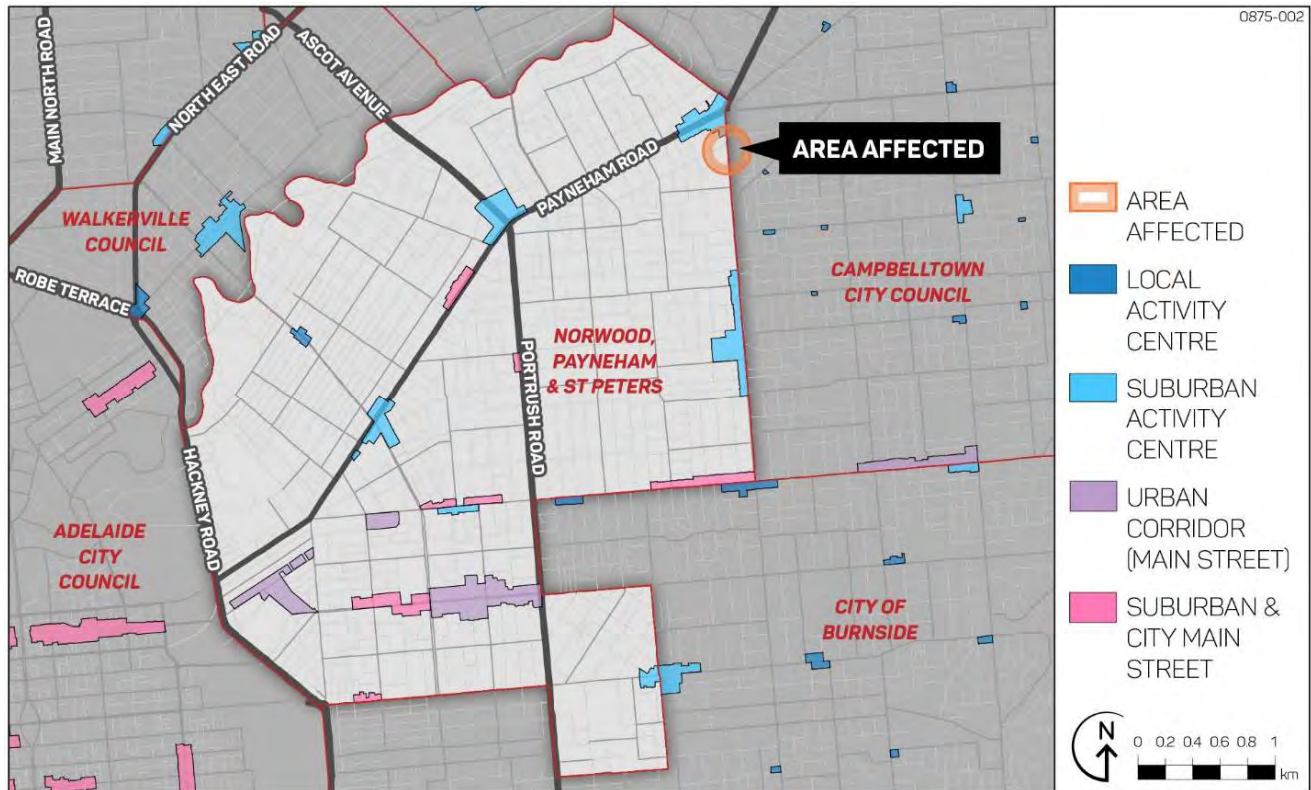
##### **Does the zone include Sub zones?**

No.

It is noted that the Local Activity Centre Zone places emphasis on shops that are of a small-scale. This does not appear to reflect the desired use of the Affected Area for a retail development in the form of a mid-size supermarket. Also, it is noted that existing Local Activity Centre Zones often tend to be smaller than the Affected Area (particularly in the adjoining City of Campbelltown) and typically only accommodate a small group of shops rather than a mid-size supermarket.

Figure 4.2 on the following page provides a spatial indication of the location and size of the existing 'centre' type Zones within the City of Norwood Payneham and St Peters and surrounding Council areas.

**Figure 4.2:** Existing Centre Zones



With the above in mind, it is considered that the most appropriate Zone for the Affected Area is the Suburban Activity Centre Zone which seeks the following Desired Outcome for development:

*DO 1 An active commercial precinct supporting neighbourhood-scale shopping, business, entertainment and recreation facilities to provide a focus for business and community life and most daily and weekly shopping needs of the community. Buildings and pedestrian areas create a high quality, activated public realm that is integrated with pedestrian and cycle networks and establish well-defined connections to available public transport services.*

Further, the introduction of a Suburban Activity Centre Zone over the Affected Area will, in effect, result in a logical and modest extension of the existing Suburban Activity Centre Zone to the north which covers the Glynde shopping precinct. While the site of the Glynde Lutheran Church (which is located in the Housing Diversity Neighbourhood Zone), will create a small 'gap' between the two portions of the Suburban Activity Centre Zone, it is noteworthy that a 'place of worship' is listed as an envisaged form of development in the Suburban Activity Centre Zone. Therefore, the land use mix along Glynburn Road north of the Affected Area is consistent with the types of development anticipated by the Suburban Activity Centre Zone.

For the reasons outlined above, it is considered that Option 1 (expansion of the existing Suburban Activity Centre Zone) represents the most logical and



efficient way to establish a more supportive planning policy framework for retail development – specifically a small to mid-size supermarket.

#### **4.3.3. Land use and Economic Investigations**

On the basis that the Suburban Activity Centre Zone is the most logical and appropriate zoning option for the Affected Area, Deep End Services was engaged to undertake an assessment of the proposed Code Amendment from a land use and economic impact perspective. More specifically, Deep End Services has undertaken:

- An assessment of the characteristics of the subject site and whether the existing land uses achieve the objectives of the relevant zones;
- An assessment of the highest and best use of the subject site given the site characteristics and surrounding land use, including the suitability of the site for future retail floorspace;
- A supermarket supply and demand analysis and a general assessment of impacts on the centre hierarchy if a small to mid-sized supermarket was developed on the subject site;
- An assessment of the capacity of the existing Suburban Activity Centre Zone at Glynde and Felixstowe to accommodate a small to mid-sized supermarket including adequate parking and loading arrangements;
- An assessment of the current utilisation of the surrounding Employment Zone at Glynde and the effects, if any, on the loss of the zoned land covered by the subject site to the stock of industrial (Employment Zone) and residential (Housing Diversity Neighbourhood Zone) zoned land in the locality and wider inner eastern suburbs; and
- Economic effects and benefits of developing the highest and best use of the subject site.

In terms of the portion of the Affected Area that is currently zoned Employment, Deep End Services note that the existing building is ageing and is only likely to attract short term uses of low intensity and low employment. Also, given the narrow range of uses envisaged in the existing Employment Zone, Deep End Services consider it unlikely that this portion of the Affected Area will be redeveloped in the foreseeable future.

In terms of the portion of the Affected Area that is currently zoned Housing Diversity Neighbourhood, Deep End Services conclude that it is unlikely that the land will be redeveloped for residential purposes given the range of amenity issues affected the land.

Given that the Affected Area is unlikely to be developed under the current zoning, Deep End Services has assessed the suitability of a range of alternative land uses that are defined under the Planning and Design Code. In summary, this assessment concludes that a shop (supermarket)

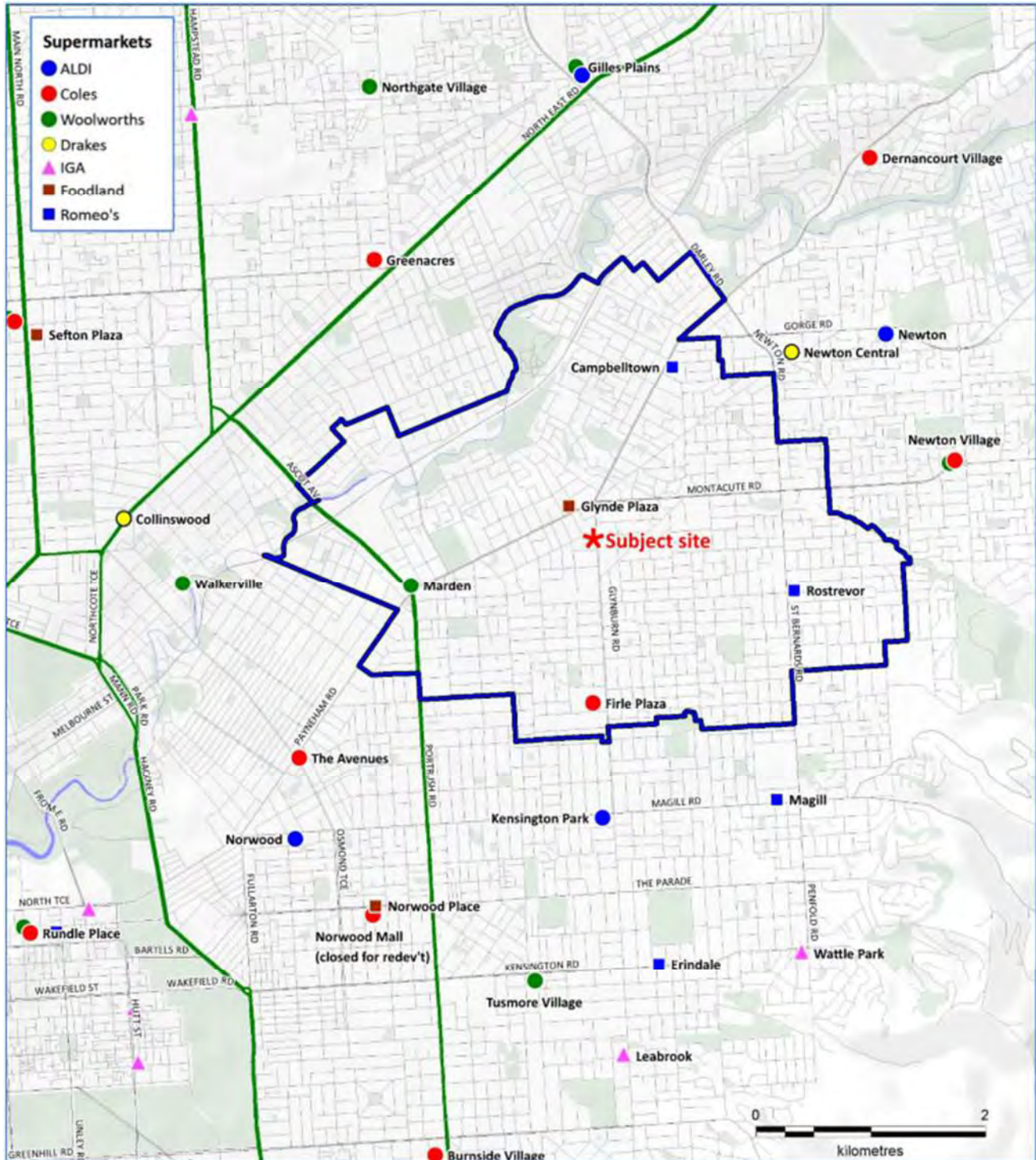
represents the highest and best use of the land based on a range of criteria rated from low to high. Deep End Services ratings of a shop (supermarket) on the Affected Area are as follows:

- High for 'Demand level' based on the expressed strong interest in the site by ALDI Stores. This interest appears to be driven by the relatively low provision of supermarket floorspace in the large established catchment, the particular site characteristics including main road frontage and potential dual entry points and broader store network considerations.
- Medium–High for 'Site area / orientation'. The site is an irregular shape which makes it unsuitable for other retail uses such as Bulky Goods however its configuration is not prohibitive for a mid-sized supermarket of up to 2,000 sqm with adequate parking to be arranged. A supermarket of 2,000 sqm would take up just 27% of the site area (7,399 sqm) should allow for some inefficiency in the layout due to the irregular shape.
- High for 'Adjoining land use interface sensitivity'. This favourable rating reflects the likelihood that a supermarket will not be impacted by existing light industrial uses on the south boundary and can equally manage the residential boundary to the north and west – which already abuts warehouse uses on the site.
- High for 'Main Road location' where the visibility, exposure and passing traffic are ideal for a mid-sized supermarket looking to service surrounding residents, passing traffic and the local workforce.

Based on Deep End Services' conclusion that a supermarket is the highest and best use of the Affected Area, an assessment was undertaken into the supply and demand of retail floorspace in the catchment area as well as an assessment of the possible impacts on existing retail development.

Deep End Services note that a potential mid-size supermarket on the Affected Area is anticipated to draw a single 'core catchment' generally extending between 1.5 km and 2.5 km from the site (refer Figure 4.2). This catchment includes all or parts of fifteen (15) suburbs however most of the populated area lies within Glynde, Felixstow, Marden, Payneham, Firlie, Hectorville, Campbelltown, Rostrevor and Magill which comprises a resident population of approximately 36,144 (based on the 2020 estimated population).

Figure 4.2: Anticipated Core Catchment Area (Deep End Services)



Deep End anticipate that a supermarket would draw regular custom from its local 'core catchment', as well as less frequent (but still regular) custom from a wider geographical area, as well as from passing traffic given the main road attributes of the Affected Area.

The core catchment is currently serviced by five existing supermarkets (i.e. Coles at Firle Plaza; Woolworths at Marden Shopping Centre; Foodland at

Glynde Plaza; Romeo's Food Hall in Campbelltown; and Romeo's Foodland at Rostrevor).

Based on the (estimated) 2020 population, the current rate of supermarket floorspace provision in the 'core catchment' area is 0.32m<sup>2</sup> per capita – a rate 22% below the Adelaide average of 0.41m<sup>2</sup> per capita.

By 2023 (and with a slightly higher estimated population), and with the addition of a 1,900m<sup>2</sup> supermarket on the Affected Area (assuming no other supermarket developments in the catchment area) the rate of provision rises to 0.36m<sup>2</sup> per capita – a level still 12% below today's Adelaide average.

On this basis, Deep End Services conclude that there is an undersupply of supermarket floorspace in the catchment area when compared to the Adelaide average. Therefore, a future supermarket on the Affected Area can be comfortably supported by the population base without creating an oversupply of supermarket floorspace.

In terms of the trading impacts, Deep End Services conclude that a 1,900m<sup>2</sup> supermarket on the Affected Area is unlikely to result in significant trading impacts at existing supermarkets or other retailers in the area, for the following reasons:

- No specialty shops. A supermarket of 1,900 sqm with car parking is likely to take up most, if not all of the subject site with limited capacity for specialty shops. The absence of shops will ensure that residents of the catchment will continue to visit and use specialty retailers at Firle, Glynde and other centres. In particular, small businesses operating from specialty shops will be largely unaffected.
- A small provision of floorspace. The supermarket at 1,900 sqm GFA is just 11% of all supermarket floorspace across a catchment area of almost 37,344 people in 2023. If other supermarkets located just outside the trade area boundaries are included such as Coles The Avenues, Woolworths Walkerville and Drakes Newton, the 1,900 supermarket's share of surrounding supermarket floorspace is less than 8%.
- Supermarket provision. The existing provision of supermarket floorspace per capita in the trade area is below metropolitan Adelaide averages. The addition of another 1,900 sqm by 2023 raises the rate of provision but to a level still well below the metropolitan average.
- Spatial pattern of competing supermarkets. There is an even spread of supermarkets throughout the catchment area and wider eastern and north eastern suburbs in a wide range of centre formats – for example, small freestanding independents, large external facing stores such as Coles Firle and mall-based stores like Woolworths Marden. In all cases within and just outside the catchment there are single supermarket-based centres with no direct competition. This, and the

low provision of space, has reinforced some very strong performing supermarkets.

- The spatial pattern also suggests there are no dominant centres or supermarkets in the catchment and broader area. Given the relative ease in crossing the area, there will be overlapping catchments and varied shopping patterns from suburb to suburb. New supermarket floorspace adds to the choice and diversity of food shopping and brings competition to a range of operators. Its low trading impacts will be spread across a range of centres.
- The effect of new sales to the site drawn from a wide geographic area and over many competing supermarkets and centres, is that trading impacts are relatively low on any individual competitor or centre.
- Favourable demographic profile. The catchment has low-moderate population growth which is generating similar real levels of spending growth. The demographic profile is a mix of established families and older residents including new and old migrants. Overall, the area has a positive profile and image which is supporting a range of centres in the catchment. The area is not one of social or economic disadvantage and activity centres and supermarkets across the board appear to be in good health.
- Well-resourced supermarket groups. Four of the five supermarkets in the catchment area are operated by well-resourced retailers such as Woolworths (1 store), Coles (1) and Romeos (2). These operators are large enough to withstand small, competitive impacts from new competition which they would experience in the normal course of operating their regional or state-wide store networks.

Deep End Services conclude that that the overall impact of the Code Amendment on existing supermarkets in the area is likely to be relatively small and almost negligible on centre trading levels. More specifically, Deep End Services expect that sales “re-allocations” from supermarkets across and outside the catchment area will be small and will be within the tolerance levels of a normal competitive environment where retail turnover naturally fluctuates with changes in economic and market conditions.

Deep End Services also assessed the capacity of the existing Suburban Activity Centre Zone at Glynde and Felixstowe (which is located to the north of the Affected Area), to provide a development site of approximately 6,500m<sup>2</sup> which would be required to accommodate a mid-sized supermarket along with associated car parking, loading arrangements and landscaping. More specifically, Deep End Services reviewed individual sites within the existing Suburban Activity Centre Zone while also considering whether a number of properties could be consolidated to create a suitable development site for a mid-sized supermarket. The results of this review, which are illustrated on Figure 4.3 on the following page, indicate that there



is little or no likelihood of a land parcel of 6,500m<sup>2</sup> being assembled in the Felixstowe and Glynde Suburban Activity Zone for the purpose of a new supermarket.

**Figure 4.3: Suburban Activity Centre Zone Capacity Analysis (Deep End Services)**



In terms of the benefits of the proposed rezoning, Deep End Services note that the Affected Area has a main road profile and is centrally located, within proximity of a large established population base. Also, the subject site is highly accessible for the 'core catchment' area, as well as a broader



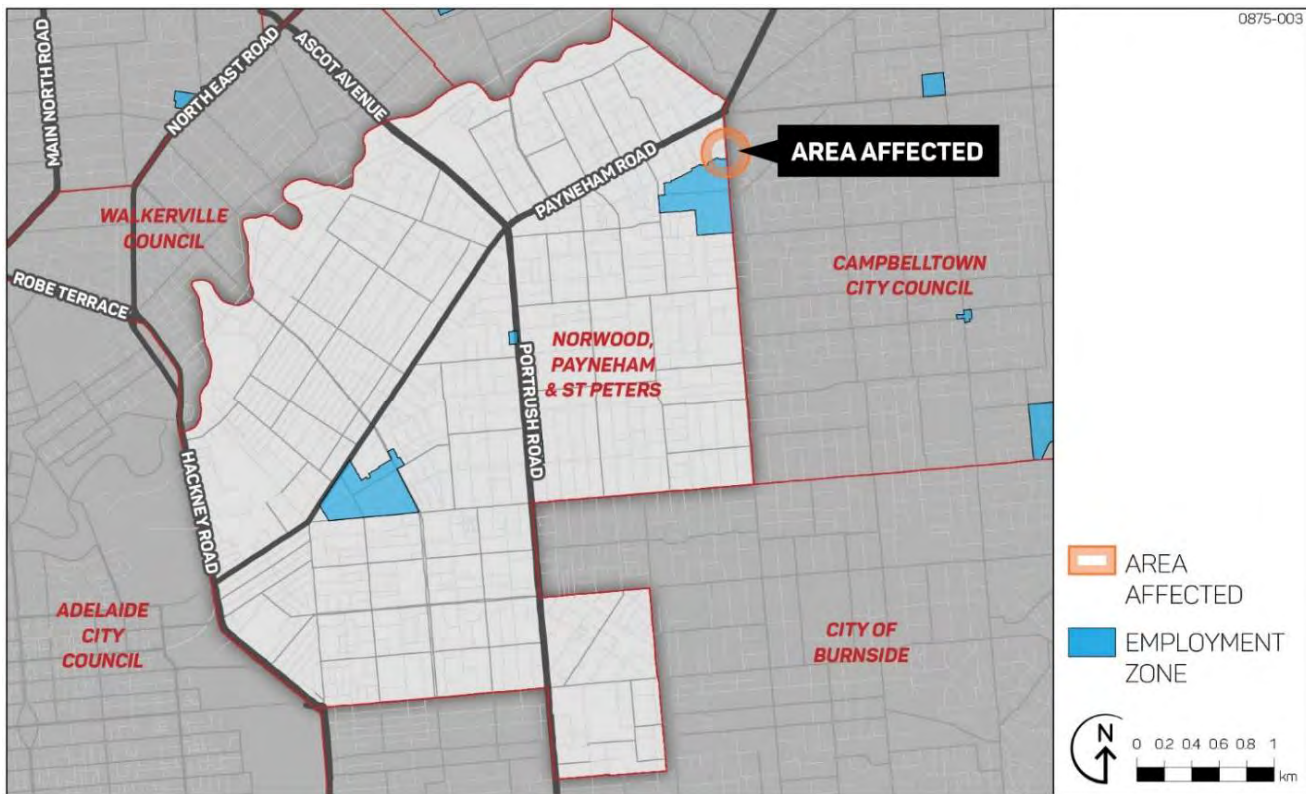
‘secondary area’ catchment given the nature and connectivity of the surrounding road network.

Deep End Services also note that, in practical terms, the Affected Area can be seen to be an extension of the nearby Glynde centre, and a future supermarket could both generate and benefit from “cross-shopping” opportunities between retailers in this location.

Importantly, an additional supermarket will provide further choice and diversity of food shopping to the area while also increasing competition (which can in turn lower prices for the consumer). Also, Deep End Services note that a mid-sized supermarket will generate approximately 25 full-time equivalent employment positions and is unlikely to result in job losses elsewhere (given the identified undersupply of supermarket floorspace in the catchment).

Figure 4.4 illustrates the existing supply of Employment land within the City of Norwood, Payneham and St Peters and surrounding area.

**Figure 4.4: Existing Employment Zones**



Deep End Services has assessed the impact that the Code Amendment may have on the supply of Employment zoned land in the Council areas of Norwood, Payneham & St Peters and Campbelltown. Given that there is currently approximately 71.32 hectares of Employment land in these two Council areas, the loss of the Affected Area (approximately 0.4 hectares or 0.6%) is considered insignificant. When combined with the current vacancy level for older properties and the low prospect that the Affected Area would

be developed for industrial uses, Deep End Services conclude that the Code Amendment will not have a detrimental impact on the supply of Employment land in the broader area.

In conclusion, Deep End Services note:

- The dated warehouse building at 27-29 Glynburn Road has a range of mainly inactive uses on short term leases generating very low employment levels. The site dimensions and configuration, access limitations and underlying land use demand severely limit its redevelopment options under the Employment Zone.
- A consolidation of the three properties (over five Certificates of Title) significantly improves the development capability of the site. It can leverage its exposure and better access and turning movements to and from the busy Glynburn Road, a large established catchment and the growing retail and commercial profile of the Glynburn Road corridor.
- In view of the favourable site and local area characteristics and consideration of a range of potential land uses, a mid-sized supermarket (up to 2,000m<sup>2</sup>) is considered to be the highest and best use of the land.
- A supermarket supply and demand analysis indicates the area can comfortably support a mid-sized supermarket without undue impacts on existing centres.
- There are signs that the Glynde Employment Area is transitioning away from its traditional light industrial and related manufacturing and processing activities. The loss of approximately 4,000m<sup>2</sup> of Employment zoned land will be insignificant in the context of existing supply levels and weakening demand for industrial-type land.
- A mid-sized supermarket would bring a range of competition benefits to the area and result in a significant improvement in on-site employment levels.

Based on the above, the land use and economic investigations undertaken by Deep End Services support the rezoning of the Affected Area to Suburban Activity Centre Zone which is likely to result in the development of a mid-sized supermarket.

#### **4.3.4. Transport Impact Assessment**

In order to assess the impact of the proposed Code Amendment on the surrounding road network, GTA Consultants (now Stantec) has prepared a detailed Transport Impact Assessment (TIA). The purpose of the TIA was to assess the anticipated transport implications of the proposed rezoning including:

- Existing traffic and parking conditions surrounding the site;
- Parking demand likely to be generated by the proposed Code Amendment;
- Application of suitable car parking rates for future envisaged land uses;
- Traffic generation characteristics of the development envisaged in association with the proposed re-zoning;
- Potential access arrangements for the site, and
- Transport impact of the development that could be anticipated on the surrounding road network following the code amendment and subsequent site development.

In terms of the existing conditions, GTA notes that Glynburn Road is an arterial road managed by the Department of Infrastructure and Transport (DIT) and carries approximately 22,100 vehicles per day. Lewis Road is a local road managed by the City of Norwood, Payneham and St Peters and carries approximately 1,685 vehicles per day.

For the purposes of the TIA, GTA has assumed that a retail development with a gross leasable floor area of approximately 2,000m<sup>2</sup> is the most likely development if the Affected Area is rezoned to Suburban Activity Centre Zone. On this basis, GTA anticipates that a future development would generate approximately 246 and 326 trips per hour during the peak hours on a Thursday and Saturday respectively. This equates to approximately 2,400 trips per day.

When the vehicle trips associated with the existing development on the Affected Area are taken into consideration, GTA estimates that the additional vehicle movements generated by the likely future development would be approximately 210 trips during the peak hour and 2,200 per day.

While the likely access arrangements for a future retail development will be subject to detailed design and assessment, GTA anticipates that the most likely access arrangements will include a primary access to Glynburn Road and a secondary access to Lewis Road. For this reason, it is anticipated that Lewis Road will accommodate approximately 10% of the daily trips from the Affected Area, while Glynburn Road will accommodate the remaining 90% of trips. On this basis, vehicle movements on Lewis Road would remain less than 2,000 per day which is consistent with its existing function as a minor collector road. Similarly, the operation of Glynburn Road will not be significantly impacted with no anticipated increases in delays or queues.

In terms of the likely parking requirements of a future retail development, GTA anticipates that approximately 110 parking spaces will be required for a shop with a gross leasable floor area of 2,000m<sup>2</sup>. Given that the Affected Area is approximately 7,400m<sup>2</sup> in size, the remaining 5,400m<sup>2</sup> would be

capable of providing a sufficient amount of parking to service a future retail development while also satisfying the parking requirements of the Planning and Design Code.

In terms of the suitability of the likely access arrangements, GTA note that a primary access to Glynburn Road can be provided which meets the required separation distances between Lewis Road and Penna Avenue while also providing the opportunity for an appropriately designed right turn lane in the existing median. There is also sufficient space for a secondary access point on Lewis Road which meets the sight distance requirements.

Importantly, GTA has advised that heavy vehicles servicing future development on the Affected Area should only access the land from an appropriately designed new access point on Glynburn Road. On this basis, it has been assumed that the largest vehicles entering the site will be 19 metre long semi-trailers.

GTA's assessment has also factored in the possibility that a substantial Bunnings Store may be developed to the south of the Affected Area off Penna Avenue (subject to Planning Consent). While this development is yet to be approved, it is noted that it proposes new traffic signals at Penna Avenue and Glynburn Road which are anticipated to have a positive impact on the likely traffic movements associated with future development on the Affected Area.

Based on a detailed analysis of the impact of the proposed Code Amendment, and assuming that the most likely future use of the Affected Area is a retail development with a gross leasable floor area in the order of 2,000m<sup>2</sup>, GTA conclude as follows:

- The site would be capable of providing off-street parking in accordance with the Planning and Design Code, with approximately 110 parking spaces required for a shop of 2,000m<sup>2</sup> GLFA.
- Bicycle access and parking could be provided to link to the existing road network, with bicycle lanes on Glynburn Road. There would be space within the site to provide an appropriate level of bicycle parking in consideration of the Planning & Design Code.
- Pedestrian connectivity to and from the site would be able to link to existing pedestrian paths on the surrounding roads, as well as provide suitable connectivity within any parking area and in consideration of the Planning & Design Code.
- Access to the site would be assumed with primary access on Glynburn Road and secondary access on Lewis Road. The frontages of the site have sufficient length to enable the access point design to meet the requirements of the Planning & Design Code with regards to vehicle size and volume.



- A primary access point on Glynburn Road could provide all turning movements to and from Glynburn Road and accommodate heavy vehicle movements.
- The analysis of a shop use of 2,000m<sup>2</sup> GLFA would generate up to 246 and 326 trips per hour during the Thursday PM peak hour and Saturday peak hour respectively. This would equate to approximately 2,400 vehicles per day.
- Traffic surveys and observations of Glynburn Road and Lewis Road have been used to assist in calibrating traffic analysis of the existing intersection and new access points on Glynburn Road.
- It would be anticipated that the majority of traffic would use a primary access point on Glynburn Road which would operate satisfactorily and relatively efficiently, based on a detailed assessment of each access point as envisaged in the GTA report. A primary access point to Glynburn Road would reduce the need for vehicles to access Lewis Road or the local street network to the west.
- It would be anticipated that approximately 10% of traffic for the assessed use would use Lewis Road to the west of the site for local access needs. This would result in Lewis Road increased to approximately 1,890 vehicles per day which would remain within the local road residential amenity threshold of 2,000 vehicles per day.
- There is adequate capacity in the surrounding road network to cater for the traffic generated by the proposed development, including the arterial road network intersection of Payneham Road, Glynburn Road, Lower North East Road and Montacute Road.
- The separate proposal for a Bunnings Development to the south of Penna Avenue would not have a negative impact on this site, as the proposed traffic signals at Penna Avenue would improve access to the site with increased gaps in northbound traffic.

Based on GTA's assessment, the anticipated traffic generated by a retail development of a size envisaged in the Suburban Activity Centre Zone can be managed appropriately with minimal impact on the surrounding road network. In addition, vehicular access to the Affected Area can be provided in accordance with the relevant provisions of the Planning and Design Code and a suitable number of parking spaces can be provided to service the anticipated development. On this basis, there are no transport related issues that would prevent or constrain the Affected Area from being rezoned and developed in accordance with the land uses anticipated within the Suburban Activity Centre Zone.

#### 4.3.5. Stormwater infrastructure assessment

In order to assess the adequacy of existing stormwater infrastructure on and near the Affected Area, FMG Engineering (FMG) has prepared a Stormwater Infrastructure Assessment report. FMG assessment outlines the key stormwater considerations and requirements associated with the types of development anticipated in the proposed Suburban Activity Centre Zone. FMG has also reviewed the Planning and Design Code to ensure that future development on the Affected Area will be able to satisfy the relevant 'stormwater' provisions including the Hazards (Flooding – General) Overlay and the Design in Urban Areas (Water Sensitive Design) General Development Policies.

FMG's assessment identified that a 300mm diameter stormwater pipe is located in Glynburn Road and a side entry pit is located adjacent to the Affected Area. Additional stormwater infrastructure includes an existing drainage easement located to the west of the site and west of the existing residential property at 111 Lewis Road which discharges to 2 x 300mm wide checker plate outlets to the kerb and water table.

FMG also note that the site is relatively flat with a minor grade to the north-west of approximately 0.4%. Given existing development and associated hardstand areas on the land, the Affected Area is considered to be 95% impervious.

FMG also note that the Affected Area is not located in the 100-year Average Recurrence Interval (ARI) flood inundation area. During major storm events, it is anticipated that the site upwells and discharges to Glynburn and Lewis Roads.

Following an assessment of the Affected Area and the existing stormwater infrastructure, FMG conclude as follows:

- Stormwater detention will not be a requirement for a commercial development at the Affected Area on the basis that the peak site discharge is reduced under post development conditions when compared to pre-development for both minor and major storm events. This assumes a reduction within the 95% impervious area observed on site currently;
- A Gross Pollutant Trap (GPT) would be required to treat stormwater from the car parking areas associated with future development;
- Stormwater from the roof area of future buildings is considered clean and accordingly may be discharged without the need for additional treatment;
- Stormwater for events exceeding the 5 year ARI minor storm, up to and including the 100-year ARI storm event (1% AEP), may need to be diverted partially as surface flows to Glynburn Road, provided this

can be safely achieved without diverting flows towards adjacent private property.

- Glynburn Road is a DIT owned asset, and DIT should be contacted during detailed design to seek approval to discharge stormwater into the existing side entry pit.
- A finished floor level of 65.850m AHD would be required for buildings and hazardous goods storage to ensure they are not at risk of inundation from external flood waters.

Based on FMG's assessment, stormwater generated by the types of development envisaged in the Suburban Activity Centre Zone can be managed appropriately in accordance with the relevant 'stormwater' provisions of the Planning and Design Code. On this basis, there are no stormwater related issues that would prevent or constrain the Affected Area from being rezoned and developed in accordance with the land uses anticipated within the Suburban Activity Centre Zone.

#### **4.3.6. Interface assessment**

At the outset, it is noted that the existing Employment Zone within the Affected Area (which anticipates a range of industrial and commercial activities) directly adjoins a number of residential properties which front Lewis Road. The Affected Area also contains an existing large commercial building which features a large blank wall sited on the boundary of a residential property. For this reason, the amenity of the residential properties that adjoin the Affected Area is currently detrimentally impacted in terms of visual impact as well as through the transmission of noise associated with heavy vehicle movements. For example, Figure 4.5 illustrates the existing visual impact of the electrical wholesaler on the adjoining dwelling at 111 Lewis Road, Glynde while Figure 4.6 illustrates the proximity of the heavy service vehicles to the adjoining housing.

**Figure 4.5:** Existing visual impact associated with electrical wholesaler  
(Source: Google Maps)



**Figure 4.6:** Existing interface between the Affected Area and the adjoining housing

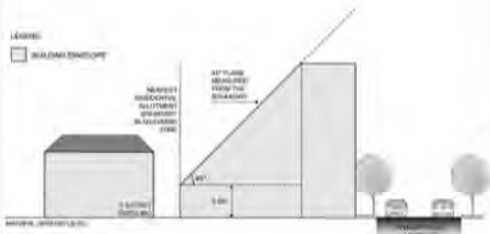
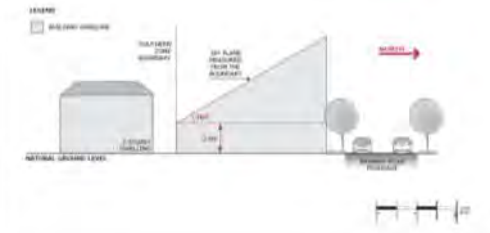


The Code Amendment seeks to introduce the Suburban Activity Centre Zone over the Affected Area which will encourage a range of land uses that are less likely to result in negative impacts on the adjoining residential properties. For example, the Suburban Activity Centre Zone does not anticipate industrial development, nor does it anticipate motor repair stations or service trade premises. In contrast, shops, offices or consulting

rooms are encouraged (amongst other uses) which, by their nature are less likely to result in interface issues.

On this basis, the proposed Suburban Activity Centre Zone will establish an improved transition between the Employment Zone to the south and the Housing Diversity Neighbourhood Zone to the north thereby reducing the potential for interface impacts.

Further, the introduction of the Suburban Activity Centre Zone over the Affected Area is likely to result in the coordinated development of the land which, potentially, could result in the demolition of the existing electrical wholesale building. Under this scenario, a new building on this portion of the Affected Area would be subject to the 'interface between land uses' and 'building height and setbacks' provisions of the Planning and Design Code. For example, a new building would need to address Performance Outcome 3.2 and its associated Deemed to Satisfy/Designated Performance Feature which provide guidance in relation to 'Interface Height':

<p>PO 3.2</p> <p>Buildings mitigate visual impacts of building massing on residential development within a <u>neighbourhood-type zone</u>.</p>	<p>DTS /DPF 3.2</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">Interface Height</div> <p>Buildings constructed within a building envelope provided by a:</p> <p>(a) 45 degree plane measured from a height of 3 metres above natural ground level at the boundary of an allotment used for residential purposes within a <u>neighbourhood-type zone</u> as shown in the following diagram (except where this boundary is a southern boundary):</p>  <p>LEGEND:  <span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> BUILDING ENVELOPE</p> <p>(a) in relation to a southern boundary, 30 degree plane grading north, measured from a height of 3m above natural ground at the boundary of an allotment used for residential purposes within a <u>neighbourhood-type zone</u> as shown in the following diagram:</p>  <p>LEGEND:  <span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> BUILDING ENVELOPE</p>
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Therefore, under the current Planning and Design Code, it is unlikely that a building of the height of the existing electrical wholesaler would be located so close to the boundary of the residential property. Rather, a new building of a similar size would likely trigger an increased setback to the rear boundary or a reduction in building height.

Additional policies exist in the Planning and Design Code which seek to minimise the impact of non-residential development on adjoining or nearby residential development. Of particular note, Performance Outcome 2.1 requires that non-residential development does not unreasonably impact on the amenity of sensitive receivers (such as dwellings). The associated Deemed to Satisfy/Designated Performance indicates that one possible way to satisfy the Performance Outcome could be to restrict the hours of operation of non-residential development such as shops, offices or consulting rooms. Other possible methods to address Performance Outcome 2.1 could involve the installation of acoustic treatment measures as per the recommendations provided by Sonus on the following page.

It is unclear if the existing land uses on the Affected Area are subject to restrictions in terms of their operating hours. It is also unclear whether any acoustic treatment measures have been installed.

Hours of Operation									
<p>PD 2.1</p> <p>Non-residential development does not unreasonably impact the amenity of sensitive receivers (or lawfully approved sensitive receivers) or an adjacent zone primarily for sensitive receivers through its <u>hours of operation</u> having regard to:</p> <p>(a) the nature of the development                      (b) measures to mitigate off-site impacts                      (c) the extent to which the development is desired in the zone                      (d) measures that might be taken in an adjacent zone primarily for sensitive receivers that mitigate adverse impacts without unreasonably compromising the intended use of that land.</p>	<p>D15/DPF 2.1</p> <p>Development operating within the following hours:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Class of Development</th> <th style="text-align: center;">Hours of operation</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><u>Consulting room</u></td> <td>7am to 9pm, Monday to Friday 8am to 5pm, Saturday</td> </tr> <tr> <td style="vertical-align: top;"><u>Office</u></td> <td>7am to 9pm, Monday to Friday 8am to 5pm, Saturday</td> </tr> <tr> <td style="vertical-align: top;"><u>Shop</u>, other than any one or combination of the following:  (a) <u>restaurant</u> (b) cellar door in the Productive Rural Landscape Zone, Rural Zone or Rural Horticulture Zone</td> <td>7am to 9pm, Monday to Friday 8am to 5pm, Saturday and Sunday</td> </tr> </tbody> </table>	Class of Development	Hours of operation	<u>Consulting room</u>	7am to 9pm, Monday to Friday 8am to 5pm, Saturday	<u>Office</u>	7am to 9pm, Monday to Friday 8am to 5pm, Saturday	<u>Shop</u> , other than any one or combination of the following:  (a) <u>restaurant</u> (b) cellar door in the Productive Rural Landscape Zone, Rural Zone or Rural Horticulture Zone	7am to 9pm, Monday to Friday 8am to 5pm, Saturday and Sunday
Class of Development	Hours of operation								
<u>Consulting room</u>	7am to 9pm, Monday to Friday 8am to 5pm, Saturday								
<u>Office</u>	7am to 9pm, Monday to Friday 8am to 5pm, Saturday								
<u>Shop</u> , other than any one or combination of the following:  (a) <u>restaurant</u> (b) cellar door in the Productive Rural Landscape Zone, Rural Zone or Rural Horticulture Zone	7am to 9pm, Monday to Friday 8am to 5pm, Saturday and Sunday								

As noted above, Sonus has prepared a noise assessment which considers whether the types of development anticipated by the proposed Suburban Activity Centre Zone could be accommodated on the Affected Area without resulting in a detrimental impact on the existing adjoining residential properties.

Sonus note that, in order to satisfy the existing 'Interface between Land Uses' policies in the Planning and Design Code, which indicates that development should achieve the relevant criteria in the *Environment*

*Protection (Noise) Policy 2007*. On this basis, Sonus notes that future development on the Affected Area will be required to achieve the following allowable external (outdoor) goal noise levels at receivers within the adjoining Housing Diversity Neighbourhood Zone:

- An average (Leq) noise level of 52 dB(A) during the daytime (7am to 10pm);
- An average (Leq) noise level of 45 dB(A) at night (10pm to 7am); and,
- A maximum (Lmax) noise level of 60 dB(A) at night (10pm to 7am).

Sonus further note that the policies in the Planning and Design Code (which reference the *Environment Protection (Noise) Policy 2007*), are consistent with the World Health Organisation Guidelines which seek to prevent annoyance, sleep disturbance and unreasonable interference on the amenity of an area.

Sonus goes on to advise that the 'noise' policies within the Planning and Design Code are likely to be achieved with practical acoustic treatment measures, such as:

- Fencing at the boundary between the Suburban Activity Centre Zone and the Housing Diversity Neighbourhood Zone;
- Screening of mechanical plant;
- Locating high level noise sources away from the boundary or shielding with barriers; and,
- Restricting rubbish collection to the least sensitive period of the day.

In summary, Sonus conclude that the Code Amendment which proposes to rezone the Affected Area to Suburban Activity Centre Zone, will result in noise criteria, which are consistent with the World Health Organisation Guidelines within the Housing Diversity Neighbourhood Zone. Compliance with these levels will prevent annoyance, sleep disturbance and unreasonable interference on the amenity of an area.

Sonus also conclude that the existing provisions that apply in the Planning and Design Code will provide a suitable level of acoustic amenity at the adjoining residential properties and will result in the incorporation of practical acoustic treatment measures which are typical for similar developments in other Suburban Activity Centre Zones that are located adjacent to housing.

On this basis, there are no interface related issues that would prevent or constrain the Affected Area from being rezoned and developed in accordance with the land uses anticipated within the Suburban Activity Centre Zone. Rather, the Code Amendment will establish an improved transition between the Employment Zone to the south and the Housing Diversity Neighbourhood Zone to the north which will reduce the potential

for interface impacts while also encouraging the coordinated redevelopment of the Affected Area including the adoption of appropriate acoustic treatment measures.

#### **4.3.7. Services assessment**

In order to determine whether sufficient services are available to support future development envisaged by the proposed Suburban Activity Centre Zone, BCA Engineers (BCAE) has prepared an assessment of the capacity of existing utility infrastructure for the 'Affected Area'.

BCAE's assessment is based on the likelihood that the most intense future use of the Affected Area would be a mid-size supermarket with a floor area of approximately 2,000m<sup>2</sup>.

To inform the services assessment, BCAE has referenced a Feasibility Study that was prepared in June 2020 for a retail development with a similar floor area. This previous Feasibility Study concluded that the proposed retail development was able to be adequately serviced by existing utility infrastructure without the need for any significant upgrades. These services included water supply, power supply, sewer, gas and telecommunications.

To assist with the preparation of the Feasibility Study, BCAE sought feedback from various service authorities this feedback, together with BCAE's findings are set out below.

##### ***Water***

SA Water have advised that the site abuts a water main on Glynburn Road and one on Lewis Road. Based on typical demands, SA Water indicated in their correspondence that suitable connections for the Affected Area are available from the 200 mm main on Glynburn Road.

##### ***Sewer***

SA Water have advised that the site abuts sewer mains on Glynburn Road and Lewis Road. Given that the Code Amendment and the proposed Suburban Activity Centre Zone anticipates commercial development on the Affected Area, future development will need to be serviced from a 150 mm (or greater) connection. SA water has further advised that, while a sewer connection is available on Lewis Road, it is preferable that the connection to Glynburn Road be used for maintenance reasons.

##### ***Electricity***

SA Power Networks (SAPN) has advised that there are no particular network constraints that would prevent or restrict a retail development with a floor area of approximately 2,000m<sup>2</sup> on the Affected Area.

### **Gas**

Information received following a Dial Before You Dig enquiry indicates that there is an existing 200 mm low pressure main along Glynburn Road. It is envisaged that the existing gas main will be able to supply connections to the Affected Area and future development.

### **Communications**

Information received following a Dial Before You Dig enquiry indicates that there is a NBN Co. service on Glynburn Road that services the Affected Area. It is envisaged that NBN Co. will be able to supply connections to future retail development from this existing infrastructure.

BCAE conclude that, on the basis of the information provided to date by the relevant service authorities, the Affected Area can be serviced by existing utility infrastructure including potable water, sewer, electricity, gas and telecommunications without the need for any upgrades. Therefore, there are no particular constraints from a servicing perspective that would restrict or prevent the Affected Area from being developed in accordance with the land uses anticipated within the proposed Suburban Activity Centre Zone.

For this reason, BCAE conclude that future development on the Affected Area under the proposed Suburban Activity Centre Zone can be appropriately serviced and, accordingly, will satisfy the relevant Infrastructure and Renewable Energy Facilities provisions of the Planning and Design Code.

#### **4.3.8. Site history assessment**

In order to assess the suitability of the Affected Area to accommodate the types of development envisaged by the proposed Suburban Activity Centre Zone, a Preliminary Site Investigation (PSI) has been prepared by LBWco. The objectives of the PSI were to:

- Undertake research into current and historical land uses, as well as associated activities at the Affected Area in order to identify whether potentially contaminating activities (PCAs) may have occurred on or near the Affected Area; and
- Provide a desktop assessment of risk to determine the likelihood that PCAs could have caused site contamination and to assess the suitability of the Affected Area for future development within a Suburban Activity Centre Zone.

It is noted that, currently, the site is occupied by several commercial tenancies, including offices, retail showrooms, warehouses, Korean supermarket and gym.

In terms of the historic use of the Affected Area, desktop research conducted by LBWco, indicates that, prior to 1959, the Affected Area was

used for broadacre agriculture. After this time, the northern part of the Affected Area was used for residential purposes, while, by 1979, the remaining portions of the Affected Area were being used for various commercial and industrial purposes.

LBWco note that the only evidence of Potentially Contaminating Activities (PCAs) related to the historical use of the southern part of the site by Glynde Auto Gas whose services are inferred to have included installation of LPG Autogas conversions. LBWco also note that the importation of fill is likely to have occurred given the elevation of the western portion of the site relative to adjacent sites. However, LBWco has assessed the risk posed by fill material to be low with reference to the land uses which may be developed under the proposed Suburban Activity Centre Zone.

Properties in the immediate vicinity of the site have been historically used as dwellings, church facilities and commercial/industrial buildings. Current surrounding land use is a mixture of dwellings and commercial/industrial properties, including several sites where, LBWco note, PCAs may have occurred.

LBWco's research indicates that several EPA Environment Protection Orders, authorisations and applications exist within 1 km of the Affected Area. However, none of the activities or impacts associated with these EPA interventions were considered by LBWco to have the potential to impact the Affected Area due to their distance and the expected direction of groundwater flows.

LBWco's desktop assessment of the PCAs listed in Practice Direction 14 – Site Contamination Assessment 2021 (PD14), that were likely to have been undertaken at or near the Affected Area is presented in Table 1.

Table 1 on the following page also identifies the classifications of the PCAs based on Schedule 1 of PD14 which PCAs into either Class 1, Class 2 or Class 3 activities. Class 1 activities pose the highest potential for causing harm to the environment.



**Table 1: Summary of PCAs Identified (LBWco)**

Activity	Description	Class	Comment
<b>On-site</b>			
Motor vehicle repair or maintenance	Operation of premises for repair or maintenance of motor vehicles or parts of motor vehicles (including engine reconditioning works).	2	The operation of a motor vehicle LPG conversion business was conducted on the southern portion of the site.
<b>Nearby off-site</b>			
Motor vehicle repair or maintenance	Operation of premises for repair or maintenance of motor vehicles or parts of motor vehicles (including engine reconditioning works).	2	Several vehicle repair/maintenance businesses were historically operated in the vicinity of the site, including immediately adjacent to the southern boundary of the site.
Service stations	Operation of retail fuel outlets.	1	There are three service stations or garages that have been historically operated to the west and north of the site.
Listed substances – activities involving listed substances	Manufacture, production (including as a by-product or waste) or resource recovery of a listed substance or product containing a listed substance (>500 L).	1	USTs were historically present at the Parker's Cranes site at 15 Provident Avenue
Dry cleaning	Operation of premises for dry cleaning.	1	Three dry cleaning businesses were historically operated in the vicinity of the site.
Ceramic works	Operation of works for manufacture of tiles, pipes, pottery goods, refractories or other ceramic products	2	A ceramics business was identified 43 m north east of the site. It is unclear if the premises were used for the manufacture or sale of ceramics.

Based on the proposed zoning of the land to Suburban Activity Centre Zone, and based on the likelihood that a mid-size retail development is the most likely future use of the land, LBWco has focussed their assessment on this land use while considering the possibility that other land uses could be developed under the proposed Suburban Activity Centre Zone.

Based on the assessment of PCAs on and near the site and the comparison of soil concentrations with the adopted assessment guidelines, it is LBWco's assessment that the risks posed by potential site contamination are low and will be acceptable for the land use settings envisaged in Suburban Activity Centre Zone.

More specifically, LBWco's assessment did not identify any soil impacts that would pose an unacceptable risk to future human or ecological receptors in the context of the land uses envisaged by the Suburban Activity Centre Zone. Therefore, site contamination of soils poses no impediment to the proposed rezoning.

In terms of the potential for soil vapour, LBWco identified trace concentrations of toluene and xylene in soil vapour in the south western portion of the Affected Area. This suggests the possible localised presence of low-level hydrocarbon impacts to groundwater beneath the land. However, these compounds were not identified in soils at this location and chlorinated hydrocarbons were not identified in soil vapour, suggesting that these compounds are unlikely to be present in groundwater.

The soil vapour assessment undertaken by LBWco confirmed that there are no risks of potential vapour intrusion to future site occupants for the range of potential land uses within the proposed Suburban Activity Centre Zone.

Based on the site history research, field observations and testing results obtained, LBWco conclude as follows:

- The site was historically used for broadacre agriculture prior to 1959, then the northern part of the site was used for residential purposes. By 1979, the site was in use for various commercial/industrial purposes.
- One PCA was identified to have taken place on the site:
  - Class 1 - Motor vehicle repair or maintenance
- Fill importation was likely to have occurred on the site, but is not a PCA with respect to PD14 and planning decision making. Risk posed by fill material was assessed to be low with respect to the Suburban Activity Centre Zone land uses.
- Five PCAs were identified to have taken place nearby off-site:
  - Class 1: Service stations; Listed substances – activities involving listed substances; Dry cleaning
  - Class 2: Motor vehicle repair or maintenance; Ceramic works
- Several EPA Environment Protection Orders, authorisations and applications exist for properties within 1 km of the site. These matters were assessed to pose no unacceptable risk of adversely impacting the subject site, due to their distances from the site and locations relative to the expected groundwater flow direction.
- No evidence of site contamination was identified at the site relative to the land uses contemplated for the Suburban Activity Centre Zone.
- Based on the assessment evidence obtained by the PSI, there is no site contamination impediment to the proposed rezoning to Suburban Activity Centre Zone. In particular, there was no unacceptable risk identified for commercial land use consistent with a retail shop.

Further, LBWco note that the General Development Policies section of the Planning and Design Code contains assessment provisions in relation to site contamination. These provisions require that further assessment be

undertaken where a change in the use of land to a more sensitive use is proposed. On this basis, if a more sensitive use than retail is proposed once the Affected Area has been rezoned to Suburban Activity Centre Zone, further investigation of soil conditions may be required in order to satisfy the relevant site contamination provisions of the Planning and Design Code.

#### 4.3.9. Recommended policy changes

In response to the investigations undertaken in support of this Code Amendment, it is proposed to rezone the entire Affected Area to Suburban Activity Centre Zone. In addition, it is proposed to retain the Overlays and Technical Numerical Variations that currently apply to the land within the existing Employment Zone on the Affected Area. More specifically, the Code Amendment introduces the following Overlays and Technical and Numerical Variations over the entire Affected Area. An explanation of the purpose of the Overlays is also provided below.

##### **Overlays**

- Airport Building Heights (Regulated) - All structures over 45 metres  
*The Airport Building Heights (Regulated) Overlay seeks to ensure building height does not pose a hazard to the operation and safety requirements of commercial and military airfields.*
- Heritage Adjacency  
*The Heritage Adjacency Overlay seeks to ensure development adjacent to State and Local Heritage Places maintains the heritage and cultural values of those places.*
- Hazards (Flooding - General)  
*The Hazards (Flooding - General) Overlay seeks to minimise impacts of general flood risk through appropriate siting and design of development.*
- Prescribed Wells Area  
*The Prescribed Wells Area Overlay seeks to ensure sustainable water use in prescribed wells areas.*
- Regulated and Significant Tree  
*The Regulated and Significant Tree Overlay seeks to mitigate the loss of regulated trees through appropriate development and redevelopment.*
- Traffic Generating Development  
*The Traffic Generating Development Overlay aims to ensure safe and efficient vehicle movement and access along urban transport routes and major urban transport routes.*

- Urban Transport Routes

*The Urban Transport Routes Overlay seeks to ensure safe and efficient vehicle movement and access along urban transport routes.*

#### **Local Variation (TNV)**

- Maximum Building Height (Levels) (Maximum building height is 2 levels)
- Interface Height (Development should be constructed within a building envelope provided by a 30 or 45 degree plane, depending on orientation, measured 3m above natural ground at the boundary of an allotment)

The Suburban Activity Centre Zone as well as the various Overlays listed above currently form part of the existing policy framework that has been established by the Planning and Design Code and can be viewed on the Planning Portal:

<https://code.plan.sa.gov.au/>

## **5. CONCLUSION**

The Code Amendment seeks to rectify the current dual zoning of the Affected Area which does not reflect existing land uses and which is discouraging development activity. The Code Amendment seeks to unlock the development potential of the Affected Area through the establishment of a supportive policy framework. This will encourage the development of a mid-size retail development which the investigations have demonstrated is likely to be the highest and best use of the site and which will address an identified gap in the supply of retail floorspace in the catchment area without detrimentally impacting existing supermarkets.

The investigations have also identified that future development facilitated by the Code Amendment will not have a detrimental impact in terms of traffic and parking and will not exceed the capacity of existing infrastructure and services. In addition, the Code Amendment introduces a policy framework which will establish a better land use transition between the Affected Area and the existing residential properties to the north which will assist with the management of interface issues.

## 6. REFERENCES

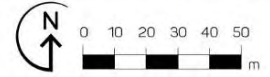
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- State Planning Commission *Practice Direction 2 Preparation and Amendment of Designated Instruments – Version 2* (1 April 2021)



ATTACHMENT A – AFFECTED AREA MAPPING

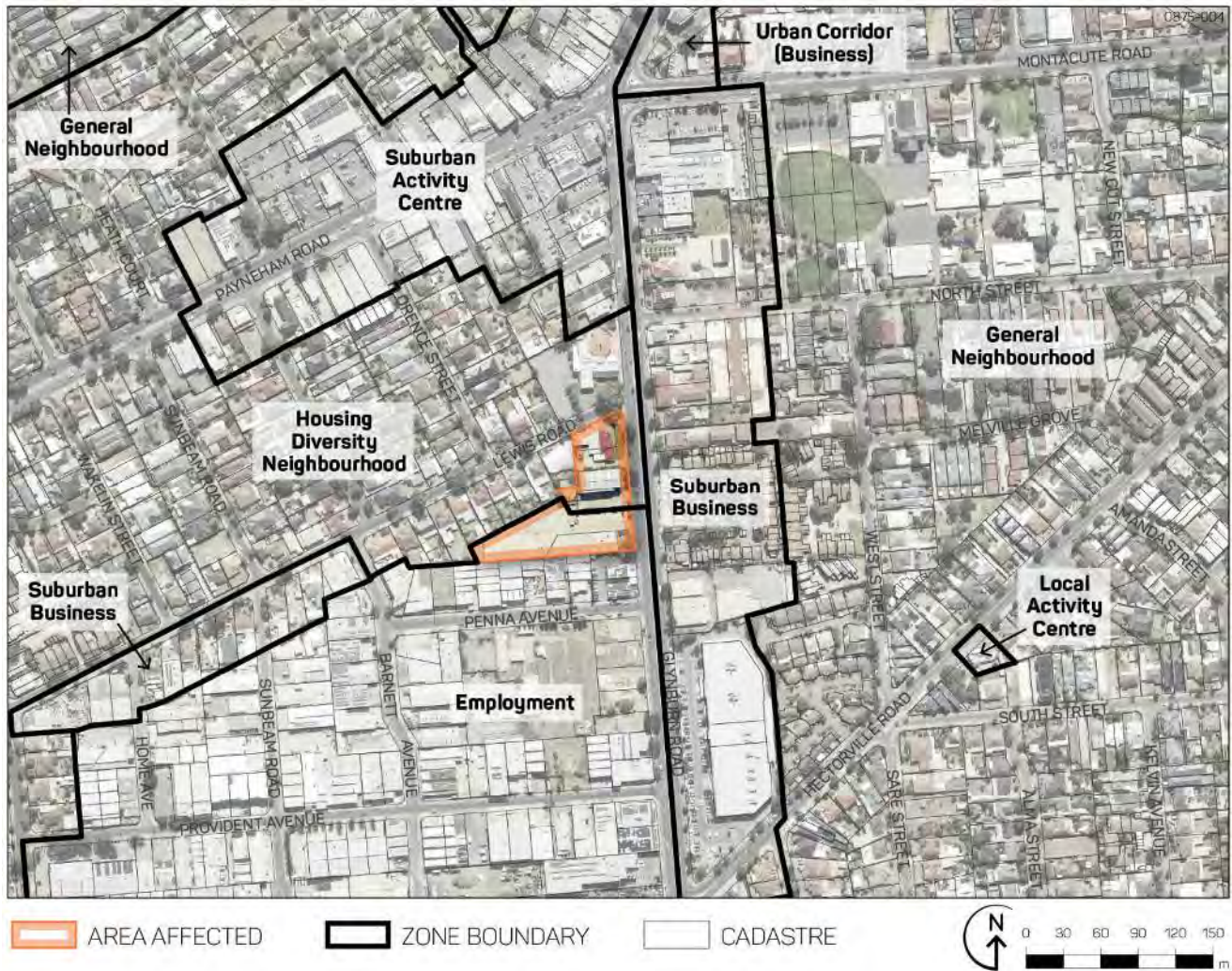


 AREA AFFECTED     CADASTRE



**ATTACHMENT B – CURRENT CODE POLICY**

The Affected Area is currently zoned “Employment Zone” and Housing Diversity Neighbourhood Zone” as per the figure below.



The Affected Area is also subject to the following Overlays and Technical and Numerical Variations.

**Overlays** (for land currently in the **Employment Zone**)

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Heritage Adjacency
- Hazards (Flooding General)
- Prescribed Wells Area
- Regulated and Significant Tree
- Traffic Generating Development
- Urban Transport Routes



**Local Variation (TNV)** (for land currently in the **Employment Zone**)

- Maximum Building Height (Levels) (Maximum building height is 2 levels)

**Overlays** (for land currently in the **Housing Diversity Neighbourhood Zone**)

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Affordable Housing
- Hazards (Flooding General)
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Traffic Generating Development
- Urban Transport Routes
- Urban Tree Canopy

**Local Variation (TNV)** (for land currently in the **Housing Diversity Neighbourhood Zone**)

- Minimum Frontage (Minimum frontage for a detached dwelling is 9m; semi-detached dwelling is 8m; row dwelling is 5m; group dwelling is 18m; residential flat building is 18m)
- Minimum Site Area (Minimum site area for a detached dwelling is 330 sqm; semi-detached dwelling is 300 sqm; row dwelling is 200 sqm; group dwelling is 200 sqm)
- Maximum Building Height (Levels) (Maximum building height is 3 levels)

## ATTACHMENT C – PROPOSED CODE POLICY

It is proposed to zone the Affected Area “Suburban Activity Centre Zone” as per the figure below.



 AREA AFFECTED

 PROPOSED ZONE BOUNDARY

 CADASTRE



It is proposed to introduce the following Overlays and Technical and Numerical Variations over the entire Affected Area.

### Overlays

- Airport Building Heights (Regulated) - All structures over 45 metres  
*The Airport Building Heights (Regulated) Overlay seeks to ensure building height does not pose a hazard to the operation and safety requirements of commercial and military airfields.*
- Heritage Adjacency  
*The Heritage Adjacency Overlay seeks to ensure development adjacent to State and Local Heritage Places maintains the heritage and cultural values of those places.*
- Hazards (Flooding - General)  
*The Hazards (Flooding - General) Overlay seeks to minimise impacts of general flood risk through appropriate siting and design of development.*
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*The Regulated and Significant Tree Overlay seeks to mitigate the loss of regulated trees through appropriate development and redevelopment.*

- Traffic Generating Development

*The Traffic Generating Development Overlay aims to ensure safe and efficient vehicle movement and access along urban transport routes and major urban transport routes.*

- Urban Transport Routes

*The Urban Transport Routes Overlay seeks to ensure safe and efficient vehicle movement and access along urban transport routes.*

### **Local Variation (TNV)**

- Maximum Building Height (Levels) (Maximum building height is 2 levels)
- Interface Height (Development should be constructed within a building envelope provided by a 30 or 45 degree plane, depending on orientation, measured 3m above natural ground at the boundary of an allotment)

The proposed policy changes introduced via the Code Amendment, including the Suburban Activity Centre Zone, as well as the various Overlays listed above, currently form part of the policy framework established by the Planning and Design Code and can be viewed on the Planning Portal:

<https://code.plan.sa.gov.au/>



## ATTACHMENT D – STRATEGIC PLANNING OUTCOMES

### 1. State Planning Policies

The State Planning Policies (SPPs) require that the Principles of Good Planning are considered in the preparation of any designated instrument, including a Code Amendment.

#### SPP Key Principles

There are 16 SPPs that include Objectives, Policies and Principles for Statutory Instruments (including the Planning and Design Code). The most critical SPPs in the context of this Code Amendment are:

#### State Planning Policy 1: Integrated Planning

##### Objective:

To apply the principles of integrated planning to shape cities and regions in a way that enhances our liveability, economic prosperity and sustainable future.

##### Policies

- 1.1 An adequate supply of land (well serviced by infrastructure) is available that can accommodate housing and employment growth over the relevant forecast period.
- 1.2 Provide an orderly sequence of land development that enables the cost-effective and timely delivery of infrastructure investment commensurate with the rate of future population growth.
- 1.3 Plan growth in areas of the state that is connected to and integrated with, existing and proposed public transport routes, infrastructure, services and employment lands.

#### State Planning Policy 2: Design Quality

##### Objective:

To elevate the design quality of South Australia's built environment and public realm.

##### Policies

- 2.1 Promote best practice in the design of buildings, places and the public realm by applying the principles of Good Design.
- 2.2 Promote best practice in access and inclusion planning in the design of buildings and places by applying the principles of Universal Design, Crime Prevention Through Environmental Design and Access and Inclusion.
- 2.3 The development of environmentally sustainable buildings and places by applying Water Sensitive Urban Design and energy efficiency design solutions.
- 2.10 Facilitate development that positively contributes to the public realm by providing active interfaces with streets and public open spaces.

- 2.11 Manage the interface between modern built form of different scales with more traditional dwelling forms, including through the management of streetscape character, access to natural light, visual and acoustic privacy, massing and proportions.

### **State Planning Policy 9: Employment Lands**

#### **Objective:**

To provide sufficient land supply for employment generating uses that supports economic growth and productivity.

#### **Policies**

- 9.6 Protect prime industrial land for employment use where it provides connectivity to freight networks; enables a critical mass or cluster of activity; has the potential for expansion; is connected to skilled labour; is well serviced; and is not constrained by abutting land uses.

- 9.7 Encourage appropriate retail development through the implementation of best practice retail planning guidelines (see below).

#### *Principles of Retail Planning*

*Existing centres – recognise existing activity centres, main streets and mixed-use areas as the primary place for commercial and retail activity.*

*Expansion – allow for expansion of designated centres at ‘edge-of-centre’ locations.*

*New activity centres – allow new activity centres to be established to support equitable and convenient access to services, while supporting productive settlement patterns.*

*Hierarchy – protect higher-order centres that support a productive settlement pattern, while allowing for smaller-scale activity centres to emerge and diversify.*

*Urban design – reinforce the role of land use policies to guide urban form and place-making in mixed-use activity centres.*

- 9.8 Allow for competition within the retail sector by providing an appropriate supply of land for all retail formats in areas that are easily accessible to communities.

### **State Planning Policy 11: Strategic Transport Infrastructure**

#### **Objective**

To integrate land use policies with existing and future transport infrastructure, services and functions to preserve and enhance safe, efficient and reliable connectivity for people and business.

## **Policies**

- 11.1 Facilitate an efficient, reliable and safe transport network that connects business to markets and people to places (i.e. where they live, work, visit and recreate).
- 11.2 Development that maximises the use of current and planned investment in transport infrastructure, corridors, nodes and services.
- 11.4 Minimise negative transport-related impacts on communities and the environment.
- 11.5 Encourage development that supports the increased use of a wider variety of transport modes, including public transport, walking and cycling, to facilitate a reduced reliance on private vehicle travel and promote beneficial community health outcomes.

## **State Planning Policy 15: Natural Hazards**

### **Objective**

To build the resilience of communities, development and infrastructure from the adverse impacts of natural hazards.

### **Policies**

- 15.1 Identify and minimise the risk to people, property and the environment from exposure to natural hazards including extreme heat events; bushfire; terrestrial and coastal flooding; soil erosion; drought; dune drift; acid sulfate soils; including taking into account the impacts of climate change.

## **Code Amendment**

### **Outcome:**

The Code Amendment and the associated investigations has appropriately addressed the State Planning Policies in the following ways:

- By ensuring that an adequate supply of appropriately serviced land is available that can accommodate employment growth;
- By ensuring that development is connected to and integrated with, existing and proposed public transport routes, infrastructure, services and employment lands;
- By encouraging the development of environmentally sustainable buildings that apply principles of Water Sensitive Urban Design and provide energy efficiency design solutions;
- By ensuring that future development manages the interface with existing dwellings including visual and acoustic privacy;
- Through the implementation of the best practice retail planning guidelines which notes that additional retail development may be appropriate at 'edge-of-centre' locations;

- By encouraging competition within the retail sector by providing an appropriate supply of land for all retail formats in areas that are easily accessible to communities;
- By minimising negative transport-related impacts on communities and the environment; and
- By identify the risk to people, property and the environment from exposure to natural hazards including flooding and soil contamination.

## 2. Regional Plans

### The Regional Plan

The relevant volume of the Regional Plan is the 30-Year Plan for Greater Adelaide. The investigations undertaken to date and outlined in this Code Amendment, will ensure that the proposed rezoning is largely consistent with the key policies and targets of the 30-Year Plan for Greater Adelaide as described below.

### The 30-Year Plan for Greater Adelaide:

#### Transit Corridors, growth areas and activity centres

- P1. Deliver a more compact urban form by locating the majority of Greater Adelaide's urban growth within existing built-up areas by increasing density at strategic locations close to public transport.
- P5. Encourage medium rise development along key transport corridors, within activity centres and in urban renewal areas that support public transport use
- A4. Rezone strategic sites to unlock infill growth opportunities that directly support public transport infrastructure investment

#### Design Quality

- P29. Encourage development that positively contributes to the public realm by ensuring compatibility with its surrounding context and provides active interfaces with streets and public open spaces.
- A16. Ensure that the local area planning process adequately addresses interface issues in the local context and identify appropriate locations for:
  - Medium and high-rise buildings
  - Sensitive infill in areas of protection and areas of heritage value
  - Where there should be minimum and maximum height limits

#### Health, wellbeing and inclusion

- P47. Plan future suburbs and regenerate and renew existing ones to be healthy neighbourhoods that include:
  - diverse housing options that support affordability
  - access to local shops, community services and facilities
  - access to fresh food and a range of food services

- safe cycling and pedestrian friendly streets that are tree-lined for comfort and amenity
- diverse areas of quality public open space (including local parks, community gardens and playgrounds)
- sporting and recreation facilities
- walkable connections to public transport and community infrastructure.

### **The Economy and Jobs**

P55. Promote certainty to undertake development while at the same time providing scope for innovation.

P56. Ensure there are suitable land supplies for the retail, commercial and industrial sectors.

### **Transport**

P74. Ensure development does not adversely impact the transport function of freight and/or major traffic routes and maintains access to markets.

P75. Increase the number of neighbourhoods, main streets and activity centres where place is given greater priority than vehicle movement by adopting a 'link and place' approach.

### **Water**

P115. Incorporate water-sensitive urban design in new developments to manage water quality, water quantity and water use efficiency and to support public stormwater systems.

### **Emergency Management and Hazard Avoidance**

P121. Ensure risk posed by known or potential contamination of sites is adequately managed to enable appropriate development and safe use of land.

### **Code Amendment:**

#### **Outcome:**

The Code Amendment and the associated investigations has appropriately addressed the key policies and targets contained in the 30-Year Plan for Greater Adelaide in the following ways:

- By assisting to deliver a more compact urban form by locating development within existing built-up areas;
- By rezoning a strategic site on an arterial road which will unlock infill growth opportunities;
- By encouraging development that positively contributes to the public realm by ensuring compatibility with its surrounding context and provides active interfaces with streets and public open spaces;



- By ensuring that there are suitable land supplies for the retail, commercial and industrial sectors;
- By ensuring that development does not adversely impact the transport function of freight and/or major traffic routes and maintains access to markets;
- By encouraging the incorporation of water-sensitive urban design in new developments to manage water quality, water quantity and water use efficiency and to support public stormwater systems; and
- By ensuring that risk posed by known or potential contamination of sites is adequately managed to enable appropriate development and safe use of land.

### 3. Other Strategic Plans

The Code Amendment has referred to 'CityPlan 2030 Shaping Our Future' which sets out the long-term strategic vision and plan for the City of Norwood Payneham St Peters and which provides high-level guidance to the Council and the community.

CityPlan 2030 outlines a Vision and a series of Outcomes which are intended to reflect the community's aspirations over the next 10 years and beyond. Of particular relevance to the Code Amendment is 'Outcome 3 Economic Prosperity' which seeks to create "a dynamic and thriving centre for business and services".

Outcome 3 also establishes the following Objectives and associated Strategies of relevance to the Code Amendment:

**Objective 3.1** *A diverse range of businesses and services.*

#### **Strategy**

*3.1.2 Attract diverse businesses to locate in our City.*

**Objective 3.2** *Cosmopolitan business precincts contributing to the prosperity of the City.*

#### **Strategy**

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

*3.2.2 Retain commercial and industrial land in appropriate locations, and protect it from the encroachment of incompatible land uses.*

**Objective 3.5** *A local economy supporting and supported by its community.*

#### **Strategy**

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

*3.5.2 Retain accessible local shopping and services.*

*3.5.3 Encourage businesses to sponsor local community activities.*

*3.5.4 Support opportunities for the community to access locally produced food and beverage produce.*

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

The Code Amendment responds to the Outcomes, Objectives and Strategies expressed in CityPlan 2030 in the following ways:

- By reviewing the existing zoning of the Affected Area to determine the most appropriate land use in order to attract additional investment into the Council area;
- By reviewing the impact of the Code Amendment on the existing supply of Employment land within the Council area; and
- By encouraging the development of additional shopping services in an area where an identified shortfall in retail floorspace exists.

# Attachment C

## 19-29 Glynburn Road Glynde Code Amendment

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City of  
Norwood  
Payneham  
& St Peters

# Proposed Planning Code Amendment

# FACT SHEET

## 19-29 Glynburn Road, Glynde

### What is proposed?

A change to the Planning and Design Code (the Code) is proposed. The Code is a State Government document which sets out the rules that determine how land can be used and what can be built on it.

For instance, if you want to build a house, the Code rules will tell you where (in what zone) you can build your house. The specific rules within the zone might tell you how high you can build and how far from the front of your land your house will need to be positioned.

Changing the rules (such as the zone) in the Code is called a 'Code Amendment'.

### How does a Code Amendment work?

Under our State's planning system, people can apply to the Minister for Planning to re-zone land in which they have an interest (for example, they may own the land).

### Who is seeking the Code Amendment?

In this case, the Minister for Planning has agreed to allow ALDI Foods Pty. Ltd. (trading as ALDI Stores) to start a 'Code Amendment' process to re-zone land located at 19-29 Glynburn Road, Glynde.

### What is the land currently zoned and used for?

Right now, this land has 2 zones - the *Housing Diversity Neighbourhood Zone* and the *Employment Zone* (see Figure 1).

The *Housing Diversity Neighbourhood Zone* is intended for residential uses such as houses, small scale offices and retirement living.

The *Employment Zone* is intended for light industrial, service trade, motor repair and other compatible businesses.

However, development on the site does not match the existing zoning and currently features a mix of commercial uses – including small shops, retail showroom, warehouse and offices.



Figure 1: Current Zoning and Area Affected

### What zoning is proposed?

The Code Amendment would re-zone this land to a *Suburban Activity Centre Zone* (see Figure 2).

The *Suburban Activity Centre Zone* would allow for shops of a range of sizes as well as offices, entertainment, health and recreation related uses. This includes the possibility of developing a mid-size supermarket (~2000m<sup>2</sup>) on the land. The new zone would also encourage a coordinated approach to parking, traffic movements and stormwater management. We are seeking your feedback on the suitability of the proposed zone.

The Code Amendment includes a range of studies that investigate the key issues associated with the rezoning. This includes an economic impact analysis, a traffic and parking analysis, an interface analysis, a stormwater analysis and an infrastructure analysis. We are seeking your feedback on these studies.

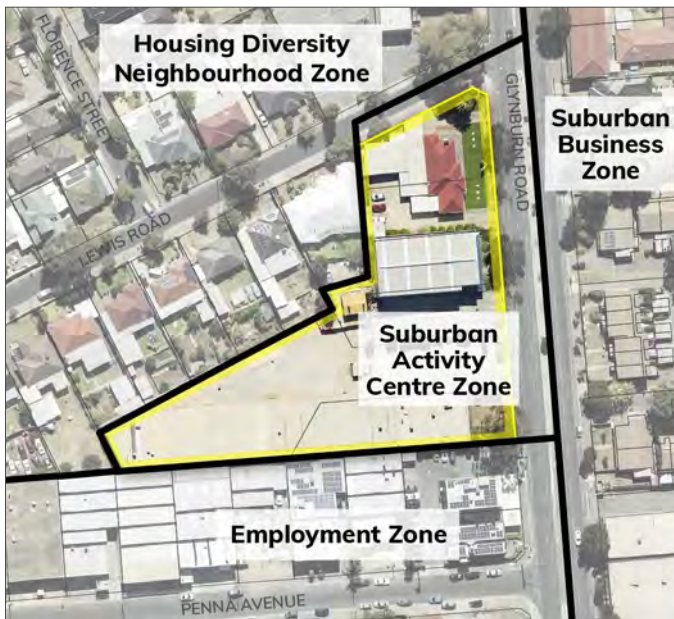


Figure 2: Proposed Zoning and Area Affected

## What policies/guidelines will there be for this zone?

The zone comes with a standard set of policies that provide the guidelines as to how development should occur. Most of these are locked in and unable to be changed. One that could possibly be changed is the maximum building height. In order to maintain the low-rise character of the area, a **maximum building height** of 2 levels is proposed for this site. We are seeking your feedback on this.

## What will be built on the site?

The Code Amendment only seeks to change what the land can be used for. It does not approve anything to be built on the site - including an ALDI supermarket. Any new building at the site would need a development application to be lodged and approved by the relevant Planning Authority (most likely the City of Norwood, Payneham & St Peters) under a separate process.

The development application process looks at how the building is designed i.e. what the building looks like, what car parking is required and how it relates to buildings around it. This is not part of this Code Amendment process.

## How can I have my say?

We want to hear your views on the proposed change to the zoning for the land at 19-29 Glynburn Road, Glynde. We also want to hear your views on whether the key issues have been addressed by the studies accompanying the Code Amendment.

You can provide your feedback in the following ways:

- Via our online survey or submission form available through [plan.sa.gov.au/en/code\\_amendments](https://plan.sa.gov.au/en/code_amendments) – or scan the QR Code on this fact sheet.
- By email: [feedback@codeamendments.com.au](mailto:feedback@codeamendments.com.au)
- In writing: addressed to “Glynde Code Amendment – PO BOX 4144, Norwood South SA 5067”

## Consultation closes on Monday 18th October 2021.

If you would like any further information, please contact [feedback@codeamendments.com.au](mailto:feedback@codeamendments.com.au)

Undertaking meaningful, authentic engagement with the local community and stakeholders is an important part of the Code Amendment process. Your feedback will be considered in deciding whether the land will be re-zoned.

This engagement has been designed in accordance with the Community Engagement Charter (available here [https://plan.sa.gov.au/our\\_planning\\_system/instruments/community\\_engagement\\_charter](https://plan.sa.gov.au/our_planning_system/instruments/community_engagement_charter)).

## How will I know how my feedback has been used?

A Report will summarise all the feedback received during this engagement process. This will be publicly available on the SA Planning Portal ([https://plan.sa.gov.au/have\\_your\\_say/general\\_consultations](https://plan.sa.gov.au/have_your_say/general_consultations)). We will also get in contact with everyone who participates in this engagement and provide them with information on what we heard, and what the next steps are.

We are required to evaluate this engagement process to ensure that it is genuine, fit for purpose and transparent. You may be contacted and asked to participate in a survey.



Se desideri che questi materiali vengano tradotti, contattaci all'indirizzo [mail@urps.com.au](mailto:mail@urps.com.au) o 8333 7999

## Is there more information available?

Yes, there are a range of detailed reports available on the SA Planning Portal that relate to this Code Amendment. These include a detailed Code Amendment report, traffic and parking reports, economic analysis, interface analysis, stormwater analysis and infrastructure analysis. You can access these at [plan.sa.gov.au/en/code\\_amendments](https://plan.sa.gov.au/en/code_amendments) – or scan the QR Code or call Anna on 8333 7999.





# Attachment D

## 19-29 Glynburn Road Glynde Code Amendment

---

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City of  
Norwood  
Payneham  
& St Peters

ALDI  
21ADL-0357  
23 July 2021

# Engagement Plan

Proposed Code Amendment for  
19-29 Glynburn Road, Glynde

# Engagement Plan

23 July 2021

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<b>Prepared for</b>	ALDI Foods Pty Ltd
<b>In conjunction with</b>	Ekistics Planning and Design Pty Ltd
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<b>URPS Ref</b>	21ADL-0357

## Document history and status

Revision	Date	Author	Reviewed	Details
V1	21/05/2021	A. Deller-Coombs	R. Dwyer	Draft for project manager review
V2	21/05/2021	A. Deller-Coombs		Issued to project manager
	23/07/2021	A. Deller-Coombs	R. Dwyer	Minor amendments

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## 1. Introduction

On 15 February 2021, the Minister for Planning and Local Government approved the commencement of a Code Amendment initiated by ALDI Foods Pty Ltd ['ALDI']. This amendment seeks to amend the Planning and Design Code as it relates to land located at 19-29 Glynburn Road, Glynde from *Housing Diversity Neighbourhood Zone* and the *Employment Zone* to the *Suburban Activity Centre Zone*.

The affected area comprises six (6) titles of which ALDI has a contractual interest. It currently comprises commercial uses (including a shop, service trade premise and office) along with associated car parking and storage. The site has a 110 metre frontage onto Glynburn Road, which is in the care and control of the Department for Infrastructure and Transport (DIT). It is bounded by Lewis Road to the north.

The area is bounded by residential land uses to the north west and west, and commercial uses to the south. The Glynde Lutheran Church is directly north of the site, over Lewis Road. There are a mix of residential and commercial uses opposite the site on Glynburn Road.

Figure 1 shows the affected area that is the subject of the Code Amendment in context of current zoning.



Figure 1 Affected Area



## 2. Engagement approach

### 2.1 Purpose

The purpose of the engagement is to ensure that individuals, businesses, organisations and communities interested in and/or affected by the proposed Code Amendment are engaged in the process of preparing and finalising the Code Amendment.

Specifically, the engagement will:

- Communicate to raise awareness that a Code Amendment is being prepared.
- Provide information about what is proposed by the Code Amendment including the location of where the proposed changes will apply.
- Provide the opportunity for stakeholders and community to identify issues and opportunities early, so that they can be considered in the preparation of the Code Amendment.
- Enable stakeholders and community to provide feedback on the Code Amendment prior to it being finalised and submitted to the Minister for Planning and Local Government.
- Close the loop with stakeholders and community to inform them of the final version of the Code Amendment.
- Meet statutory requirements as they relate to engagement on a Code Amendment including:
  - Section 73(6) of the *Planning Development and Infrastructure Act 2016*;
  - The Community Engagement Charter; and
  - Practice Direction 2: Preparation and Amendment of a Designated Instrument.
- Build relationships and a community of interest to support future activities (i.e. construction) at the site.

### 2.2 Objectives

Stakeholders and community will be engaged at three key stages in the preparation of the Code Amendment:

- Stage 1 – To raise awareness about the Code Amendment and gather feedback on the Code Amendment (INFORM/CONSULT)
- Stage 2 – To be informed of the final Code Amendment (INFORM)
- Stage 3 – To close the loop and evaluate engagement (INFORM/EVALUATE).

### 2.3 Community Engagement Charter

The preparation of the Code Amendment is required to comply with the principles of the Community Engagement Charter under the *Planning, Development and Infrastructure Act 2016*.

The Community Engagement Charter (the Charter) sets out best practice guidelines for community engagement in relation to the preparation and amendment of planning policies, strategies and schemes.

The table below outlines the ways in which this engagement plan supports the five principles of the Charter and how success will be defined and measured.

The approach to measuring the success of the engagement associated with the Code Amendment against the principles of the Charter is described more fully at section 5 and at Appendix A.

Charter principle	Performance outcome	Engagement measure
Engagement is genuine	People had confidence in the engagement process	<ul style="list-style-type: none"> <li>Targeted at a wide range of stakeholders using a range of channels</li> <li>Timelines sufficient for people to hear/see the opportunity to have a say</li> <li>Easy to understand information to help audiences understand why it is relevant to them and how they can have their say</li> <li>A Consultation Report will be prepared in accordance with section 73(7) of the PDI Act, outlining what was heard and how it was responded to and the evaluation of engagement. This will be published on the SA planning portal.</li> </ul>
Engagement is inclusive and respectful	Affected and interested people had the opportunity to participate and be heard	<ul style="list-style-type: none"> <li>Targeted at a wide range of stakeholders using a range of channels (based on Stakeholder Mapping to identify who may be impacted/interested and specific engagement needs/techniques)</li> <li>Timelines sufficient for people to hear/see the opportunity to have a say</li> <li>Easy to understand information to help audiences understand why it is relevant to them and how they can have their say</li> </ul>
Engagement is fit for purpose	<p>People were effectively engaged and satisfied with the process</p> <p>People were clear about the</p>	<ul style="list-style-type: none"> <li>A broad range of activities offered in a mix of ways, to reach a wide pool of stakeholders <ul style="list-style-type: none"> <li>Stakeholders directly impacted will be targeted directly by the engagement (i.e. invited to one-on-one meetings)</li> </ul> </li> </ul>

Charter principle	Performance outcome	Engagement measure
	proposed change and how it would affect them	<ul style="list-style-type: none"> <li>- Stakeholders with specific interests will be directly communicated with</li> </ul>
Engagement is informed and transparent	<p>All relevant information was made available and people could access it</p> <p>People understood how their views were considered, the reasons for the outcomes and the final decision that was made</p>	<ul style="list-style-type: none"> <li>• Information clearly articulates key areas of interest, what we are gathering feedback on, how participants can get involved and how feedback will be used</li> <li>• Submissions will be acknowledged and advised of next steps in the process</li> <li>• An engagement report will be provided to participants and made publicly available</li> </ul>
Engagement processes are reviewed and improved	The engagement was reviewed and improvement recommended	<ul style="list-style-type: none"> <li>• Measures of success are identified and will be evaluated at the conclusion of the engagement, and at each stage of engagement if required</li> <li>• Any issues raised about the engagement during the process will be considered and action will be taken if appropriate</li> </ul>

## 2.4 Scope of Influence

Aspects of the project which stakeholders and the community *can influence* are:

- Issues and/ or opportunities that should be considered in the preparation of the Code Amendment

Aspects of the project which stakeholders and the community *cannot influence* are:

- The initiation of a Code Amendment that seeks to rezone the subject land from *Housing Diversity Neighbourhood Zone* and the *Employment Zone* to the *Suburban Activity Centre Zone*.
- The extent of the subject land that forms the basis of the Code Amendment.

## 2.5 Previous Engagement

There has been no previous engagement relating to this Code Amendment.

There has been engagement on the subject site as part of public notification (category 3) of a development application for the subject site.

ALDI have had early discussions with senior administration of the City of Norwood Payneham & St Peters regarding the proposed rezoning of the Affected Area and feedback was provided that Council would be able to respond to any specific rezoning requests once the proposed policy proposition was known and understood.

Early discussions have also taken place with senior administration at the City of Campbelltown.

### 3. Key messages

The following key messages will underpin the engagement regarding the Code Amendment. Additional key messages will be created for specific stakeholder communication collateral as required.

- Under our State's new planning system, private entities are able to apply to the Minister for Planning to re-zone land in which they have an 'interest'. In this case, the Minister for Planning and Local Government has provided approval for ALDI to be a designated entity to commence a 'Code Amendment' – the process through which zoning can be changed – for the land located at 9-29 Glynburn Road, Glynde.
- Right now, this site is used for a mix of commercial uses – including shops and offices. It is currently zoned *Housing Diversity Neighbourhood Zone* (primarily intended for a range of residential uses) and *Employment Zone* (primarily intended for light industry uses).
- The proposed zoning for this site – *Suburban Activity Centre Zone* - would provide a supportive Zone and Policy Framework for a new supermarket or other forms of development on this land.
- This consultation process is seeking community and stakeholder views on whether this zoning should be changed.
- This consultation process does not result in the approval of an ALDI supermarket on this site – that would still need to go through a separate Development Application and assessment process with the Relevant Authority.
- A development application process deals with detailed design considerations of a particular development that is not part of a Code Amendment process which seeks to introduce a policy framework and relevant assessment pathways for respective forms of development.
- Undertaking meaningful, authentic engagement with the local community and stakeholders is an important part of the Code Amendment process.



## 4. Stakeholder and community analysis

The following outlines the stakeholders and community who will be engaged during this process. It includes all stakeholders identified by the Attorney General and Minister for Planning and Local Government in correspondence approving the initiation of this Code Amendment.

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
Deputy Premier, Attorney General and Minister for Planning and Local Government - Vicki Chapman MP	High	The Minister for Planning and Local Government will be the approval authority for the Code Amendment.	Inform
City of Norwood Payneham & St Peters	High	Interest in the orderly development of land in its jurisdiction and interactions with their infrastructure (i.e. local roads).  Interest in views of their constituents.  City of Norwood Payneham & St Peters administration has previously been informally engaged.	Consult
City of Campbelltown	Medium	Council boundary on Glynburn Road.  Interest in orderly development of land immediately adjacent its jurisdiction.  Real or perceived impacts on Glynburn Road and local street network.  City of Campbelltown administration has previously been informally engaged.	Consult
City of Port Adelaide Enfield	Low	Council located approximately 1.2km to northwest of the site.  Interest in orderly development of land immediately adjacent its jurisdiction.	Consult
State Planning Commission	High	May upon request make recommendation to Minister on	Inform

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
		whether to approve the Code Amendment	
Member for Dunstan, Steven Marshall MP	Medium	Interest in development of land in MPs electorate  Interest in the views of their constituents.	Consult
Member for Hartley, Vincent Tarzia MP	Medium	Interest in development of land immediately adjacent MPs electorate.  Interest in the views of their constituents.	Consult
Owners and occupiers of the land and land adjacent the subject site (residential and commercial)	High	Interest in change of zoning and policies.  Interest in impacts that policy change may facilitate i.e. larger floor plate retail – real or perceived impacts on amenity, noise, traffic, safety, rubbish collection, delivery vehicle movements, property values etc.  It is noted that according to ABS data, 55% of households within 500m of the site speak English; with 15% speaking Italian. Other language groups constitute 5% or less.	Consult
Department for Infrastructure and Transport	High	Glynburn Road is a state controlled road.  Interest in changes to access and traffic generation.	Consult
Utility providers - SA Power Networks - Electranet Pty Ltd - SA Water - EPIC Energy	Medium	Interest in interaction/ impact with existing utility infrastructure to support.	Consult

Stakeholder	Level of interest in the project (high, medium or low)	Interest / Concern	Level of engagement (i.e. inform, consult, involve, collaborate)
Retail associations <ul style="list-style-type: none"> <li>- Australia Retailers Association</li> <li>- SA Independent Retailers</li> </ul>	Medium	Interest in location and scale of retail from the perspective of competition.	Consult
Broader community	Low	Broader community may have an interest in change of policy to facilitate larger floorplate retail.  Future customers of future retail development and other development facilitated via a rezoning.  May also be interested in impacts of new development i.e. traffic, parking, etc	Consult

## 5. Engagement activities

The engagement activities associated with the Code Amendment are outlined below. The formal engagement period will last for six (6) weeks.

In order to ensure that engagement is fit for purpose (in accordance with principle 3 of the Charter) and community were able to understand information provided, a translated statement offering materials to be translated will be included in community engagement materials (eg letters and other information).

Stage	Engagement level and objective of activity	Engagement activity	Timing
Pre-engagement Preparation of the Code Amendment	CONSULT  To gain early input to help shape the draft Code Amendment	Meeting with Attorney General Department Planning and Land Use Services staff	Delivered
		Meeting with City of Norwood Payneham & St Peters staff	Delivered
		Meeting with City of Campbelltown staff	Delivered
		Meeting/phone call with the Commissioner of Highways (via the Department for Infrastructure and Transport)	Delivered
1 – Raise awareness and gather feedback on the Code Amendment	INFORM  To be informed of the proposed Code Amendment	Public notice on the SA Planning Portal	At commencement of formal engagement period
		Website update (SA Planning Portal)	At commencement of formal engagement period
	CONSULT  To gain feedback on the Code Amendment	Online feedback form to collect feedback on Code Amendment (Plan SA website and Survey Monkey)  Identical hard copy version created for those unable to fill out online version	At commencement of formal engagement period
		Letter to stakeholders (i.e. DIT, The City of Norwood Payneham & St Peters, The City of Campbelltown, The City of Port Adelaide Enfield, retail associations, utility providers) summarising key elements of	At commencement of formal engagement period

Stage	Engagement level and objective of activity	Engagement activity	Timing
		the Code Amendment and inviting feedback	
		Letter to local MPs summarising key elements of the Code Amendment and inviting feedback	At commencement of formal engagement period
		Letter to surrounding property occupiers within 500m of the affected area (refer catchment area shown in Appendix B), summarising key elements of the Code Amendment and promoting opportunity for one-on-one meeting and how they can provide feedback	At commencement of formal engagement period
		Letter to landowners on and within 100 metres of the Affected Area (refer catchment area shown in Appendix B) <i>*subject to designated entity being able to procure name and address data</i>	At commencement of formal engagement period
		Visits to local businesses in the adjacent Suburban Activity Zone to discuss Code Amendment and invite feedback (refer catchment area shown in Appendix B)	1-2 weeks following letter being sent to land owners and occupiers
		One-on-one meetings with surrounding land owners and occupiers (who book in response to letter) to discuss Code Amendment and invite feedback	Following letter being sent to land owners and occupiers
2 - Final Code Amendment (post consultation)	INFORM  To be informed of the final Code Amendment  Closing the loop with engagement participants	Engagement summary report – what was heard through engagement and how it influenced final Code Amendment	Following end of 6 week engagement period
		Letter/email to those involved in the engagement process communicating information on the final Code Amendment, engagement summary report and link to evaluation survey	Following end of 6 week engagement period
		Website updates (SA Planning Portal) providing final Code Amendment and engagement summary report	Following end of 6 week engagement period



Stage	Engagement level and objective of activity	Engagement activity	Timing
3 - Evaluation		Feedback form/participant survey through Survey Monkey or direct email to participants	During engagement period

## 6. Measuring success

At the completion of engagement activities all participants will receive a letter/ email to provide an assessment of the performance criteria one to four below to assist in measuring the success of the engagement. This will take the form of an online survey seeking response to key questions relating to the Community Engagement Charter principles.

The project manager, with assistance from communications and engagement specialists, will assess the success of the engagement against criteria five to nine:

1. Engagement is genuine
2. Engagement is inclusive and respectful
3. Engagement is fit for purpose
4. Engagement is informed and transparent
5. Engagement processes are reviewed and improved
6. Engagement occurs early
7. Engagement feedback was considered in the development of planning policy, strategy or scheme
8. Engagement includes 'closing the loop'
9. Charter is valued and useful

Refer to more detail regarding the approach to measuring success at Appendix A.

## 7. Closing the loop

Following the delivery of the engagement activities, those that participated will be sent a letter/email to close the loop. This will include:

- acknowledgement of the time taken in providing input through the engagement
- summarising the key feedback themes
- highlighting any changes to the Code Amendment being sought
- providing opportunity to participate in evaluation survey and
- providing next steps.

## Appendix A - Charter engagement evaluation and tools for measuring success

Charter criteria	Charter performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow-up survey	Measuring success of project engagement (prepared by project manager of engaging authority for inserting in engagement report)
Principle 1: Engagement is genuine	People had faith and confidence in the engagement process.	Community	1.I feel the engagement genuinely sought my input to help shape the proposal	Likert scale - strongly disagree to strongly agree	Percent from each response.
	Engagement occurred before or during the drafting of the planning policy, strategy or scheme when there was an opportunity for influence	Project Manager or equivalent	2.Engagement occurred early enough for feedback to genuinely influence the planning policy, strategy or scheme	Engaged when there was opportunity for input into scoping	Project Manager or equivalent

Charter criteria	Charter performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow-up survey	Measuring success of project engagement (prepared by project manager of engaging authority for inserting in engagement report)
	Engagement contributed to the substance of a plan or resulted in changes to a draft	Project Manager or equivalent	<b>3.Engagement contributed to the substance of the final plan</b>		Project Manager or equivalent
<b>Principle 2: Engagement is inclusive and respectful</b>	Affected and interested people had the opportunity to participate and be heard.	Community	<b>4.I am confident my views were heard during the engagement</b>	Likert scale - strongly disagree to strongly agree	Per cent from each response.
		Project Manager or equivalent	<b>5.The engagement reached those identified as community of interest.</b>  Note: The Community of Interest are those Community groups identified in the stakeholder	Representatives from most community groups participated in the engagement  Representatives from some community groups participated in the engagement	Provide chosen answer



Charter criteria	Charter performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow-up survey	Measuring success of project engagement (prepared by project manager of engaging authority for inserting in engagement report)
			analysis in the engagement plan.	There was little representation of the community groups in engagement.	
<b>Principle 3:</b> <b>Engagement is fit for purpose</b>	People were effectively engaged and satisfied with the process.  People were clear about the proposed change and how it would affect them.	Community	<b>6.I was given sufficient information so that I could take an informed view.</b>  Note: Sufficient information includes whether the information was understood i.e in plain English language, another language, visuals in addition to the extent of information.	Likert scale - strongly disagree to strongly agree	Per cent from each response.

Charter criteria	Charter performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow-up survey	Measuring success of project engagement (prepared by project manager of engaging authority for inserting in engagement report)
			7.I was given an adequate opportunity to be heard	Likert scale - strongly disagree to strongly agree	Per cent from each response.
<b>Principle 4: Engagement is informed and transparent</b>	All relevant information was made available and people could access it.  People understood how their views were considered, the reasons for the outcomes and the final decision that was made.	Community	<b>8.I felt informed about why I was being asked for my view, and the way it would be considered.</b>	Likert scale - strongly disagree to strongly agree	Per cent from each response.
	Engagement includes 'closing the loop' Engagement included activities that 'closed the loop' by providing feedback to participants/ community about outcomes of engagement.	Project Manager or equivalent	9.Engagement provided feedback to community about outcomes of engagement	Formally (report or public forum)  Informally (closing summaries)  No feedback provided	Provide chosen answer

Charter criteria	Charter performance outcomes	Respondent (to answer the evaluation question)	Indicator	Evaluation tool Exit survey / follow-up survey	Measuring success of project engagement  (prepared by project manager of engaging authority for inserting in engagement report)
Principle 5: Engagement processes are reviewed and improved	The engagement was reviewed and improvements recommended.	Project Manager or equivalent	10.Engagement was reviewed throughout the process and improvements put in place, or recommended for future engagement	Reviewed and recommendations made  Reviewed but no system for making recommendations  Not reviewed	Provide chosen answer
Charter is valued and useful	Engagement is facilitated and valued by planners	Project Manager or equivalent	Identify key strength of the Charter and Guide  Identify key challenge of the charter and Guide	General Comments	

### Example community evaluation survey to meet minimum performance indicators

**Activity:** e.g. stakeholder workshop, submission, open day

**Date:**

**I am a:** resident, stakeholder, etc

Please indicate the extent to which you agree or disagree with the following statements:

(1 = strongly disagree and 5 = strongly agree)

	Evaluation statement	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1	I feel the engagement <b>genuinely sought</b> my input to help shape the proposal	1	2	3	4	5
	Comment:					
2	I am <b>confident my views were heard</b> during the engagement	1	2	3	4	5
	Comment:					
3	I was given an <b>adequate opportunity to be heard</b>	1	2	3	4	5
	Comment:					
4	I was given sufficient <b>information</b> so that I could take an informed view.	1	2	3	4	5
	Comment:					
5	I felt <b>informed</b> about why I was being asked for my view, and the way it would be considered.	1	2	3	4	5
	Comment:					

### Example project manager evaluation exercise to meet minimum performance indicators

This exercise can be completed by the engaging entity (planner, proponent or engagement manager) following an engagement activity or at the end of the entire engagement process.

It may be completed online or in hard copy.

Please consider your engagement process as a whole and provide the most appropriate response.

Evaluation statement		Response options
1	The <b>engagement reached</b> those identified as the community of interest	<input type="checkbox"/> Representatives from most community groups participated in the engagement <input type="checkbox"/> Representatives from some community groups participated in the engagement <input type="checkbox"/> There was little representation of the community groups in engagement
	Comment:	
2	<b>Engagement was reviewed</b> throughout the process and improvements put in place, or recommended for future engagement	<input type="checkbox"/> Reviewed and recommendations made in a systematic way <input type="checkbox"/> Reviewed but no system for making recommendations <input type="checkbox"/> Not reviewed
	Comment:	
3	Engagement <b>occurred early enough</b> for feedback to genuinely influence the planning policy, strategy or scheme	<input type="checkbox"/> Engaged when there was opportunity for input into scoping <input type="checkbox"/> Engaged when there was opportunity for input into first draft <input type="checkbox"/> Engaged when there was opportunity for minor edits to final draft <input type="checkbox"/> Engaged when there was no real opportunity for input to be considered
	Comment:	
4	Engagement <b>contributed to the substance of the final plan</b>	<input type="checkbox"/> In a significant way <input type="checkbox"/> In a moderate way <input type="checkbox"/> In a minor way <input type="checkbox"/> Not at all
	Comment:	



Evaluation statement		Response options
5	Engagement provided <b>feedback to community about outcomes</b> of engagement	<input type="checkbox"/> Formally (report or public forum) <input type="checkbox"/> Informally (closing summaries) <input type="checkbox"/> No feedback provided
	Comment:	
6	Identify <b>key strength</b> of the Charter and Guide	<input type="checkbox"/> Provide drop down list with options based on charter attributes (in future)
	Comment:	
7	Identify <b>key challenge</b> of the charter and Guide	<input type="checkbox"/> Provide drop down list with options based on charter attributes (in future)
	Comment:	

## Appendix B Proposed catchment for letters to owner/occupiers

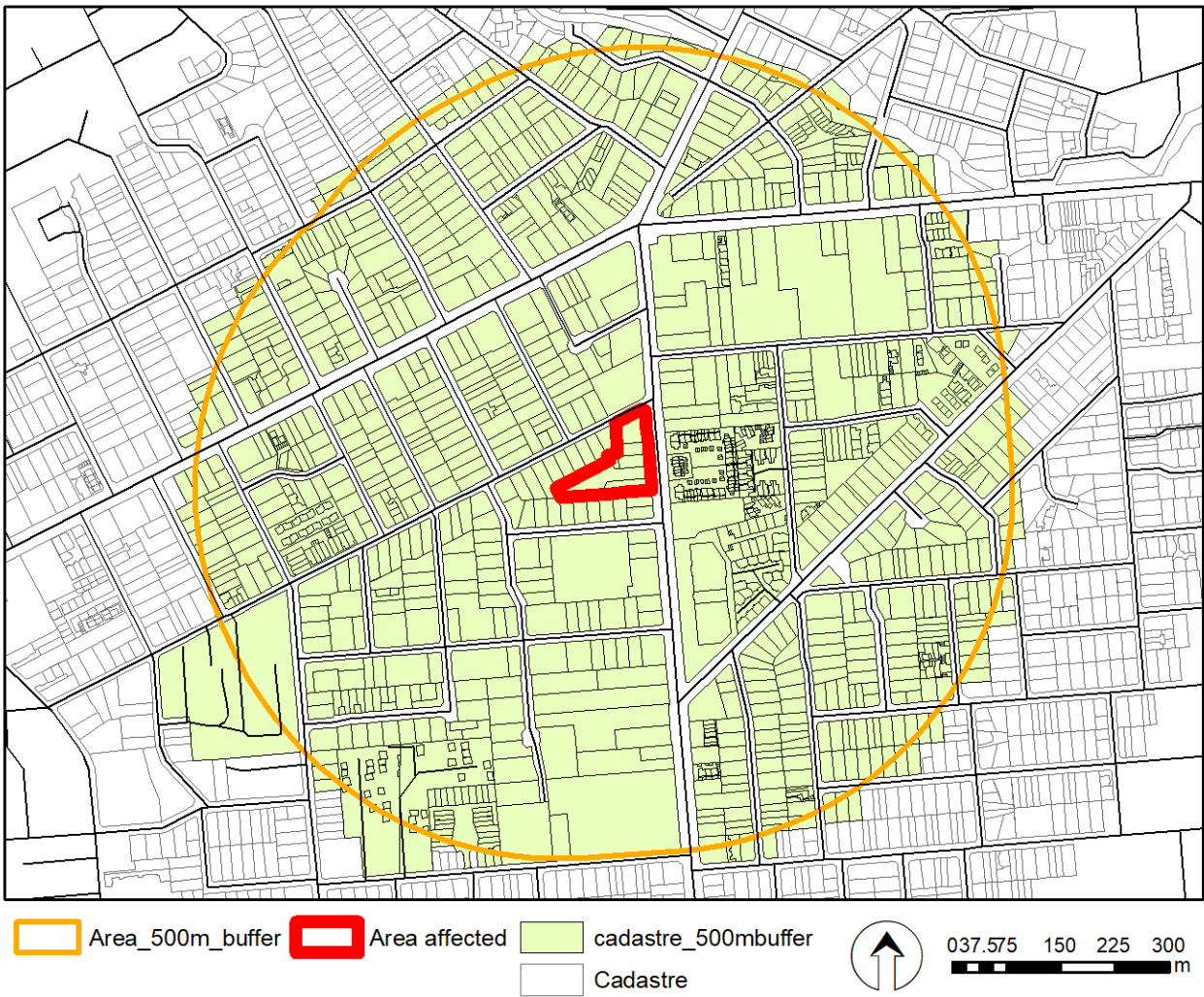


Figure 2 Catchment area for letter to surrounding property occupiers within 500m of affected area

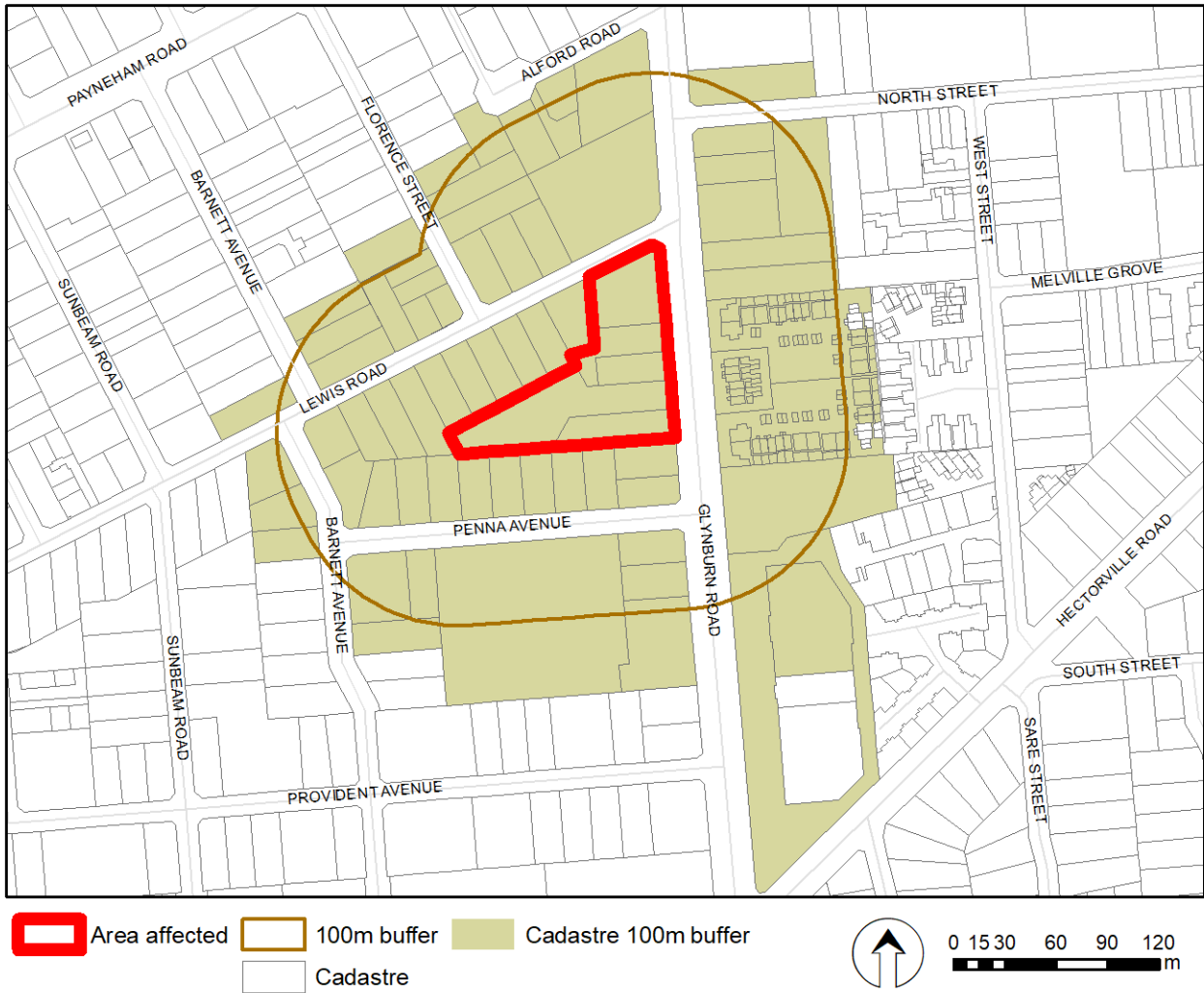


Figure 3 Catchment area for letter to landowners within 100 metres of affected area

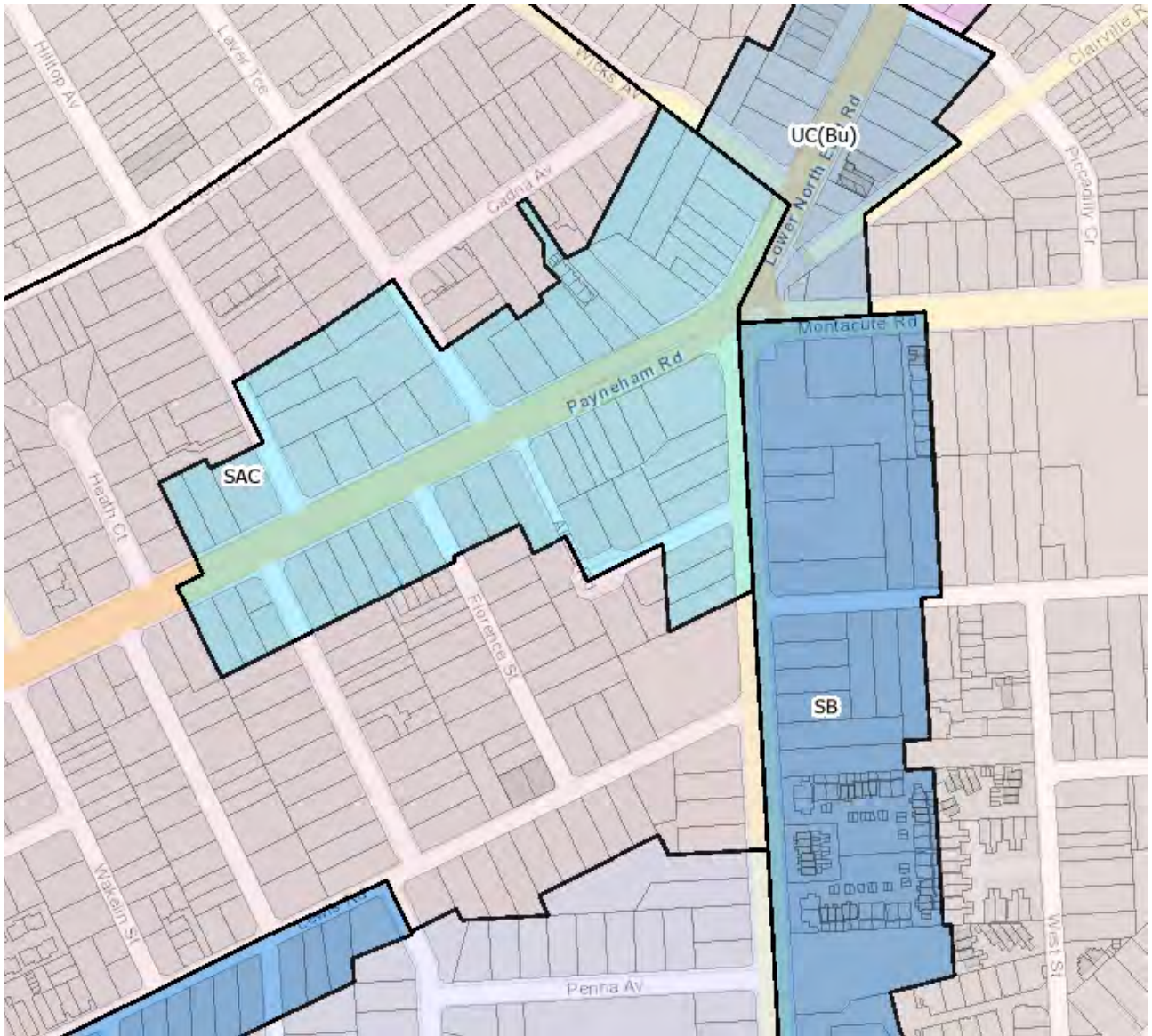


Figure 4 Catchment area for visits to local businesses in the adjacent Suburban Activity Zone (SAC)



SHAPING  
GREAT  
COMMUNITIES



# Attachment E

## 19-29 Glynburn Road Glynde Code Amendment

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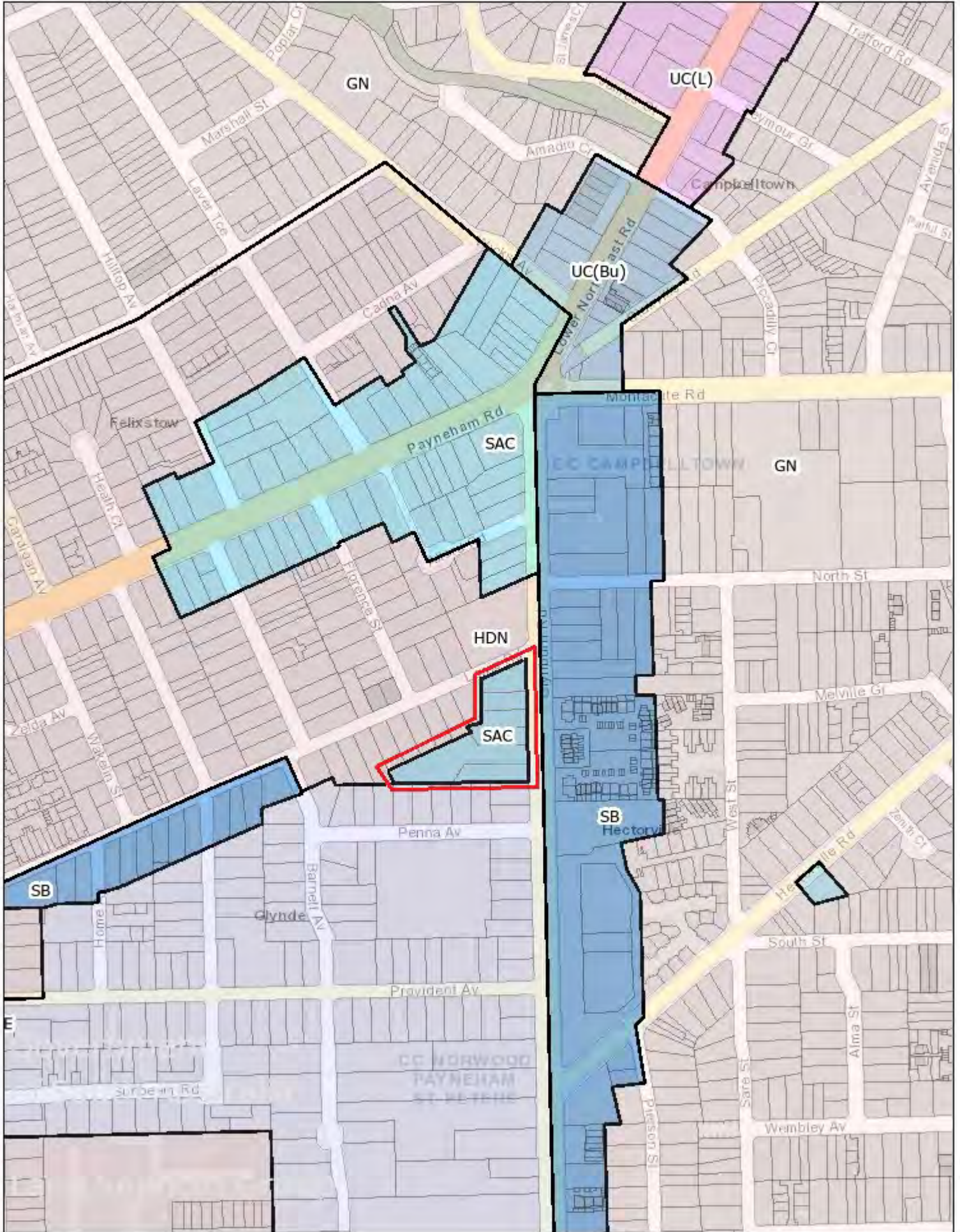
City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

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Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters

# Proposed Planning & Design Code Zoning



# Attachment F

## 19-29 Glynburn Road Glynde Code Amendment

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Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters



File Number: qA58634  
 Enquiries To: Emily McLuskey  
 Direct Telephone: 8366 4561



City of  
 Norwood  
 Payneham  
 & St Peters

[Insert Date]

Ms A Deller-Coombs  
 URPS on behalf of ALDI Stores  
[feedback@codeamendments.com.au](mailto:feedback@codeamendments.com.au)

Dear Ms Deller-Coombs

### 19-29 GLYNBURN ROAD GLYNDE CODE AMENDMENT

Thank you for providing the Council with the opportunity to provide comment on the proposed *19-29 Glynburn Road, Glynde Code Amendment*.

This proposal is the first of likely several private Code Amendments within the City of Norwood Payneham & St Peters, prior to the development of a new, more spatially resolved Regional Plan for Greater Adelaide. This places the Council in a difficult position of needing to reactively respond to spot rezonings in the absence of a strong metropolitan wide level strategic planning policy framework. Input into the private Code Amendment process is also limited by the framework of the Code, particularly as private Code Amendments are unable to amend general policies and zone assessment tables and will have very limited opportunity to include bespoke policies. Nevertheless, the following comments are offered in the context of the Code Amendment as it has been proposed.

The Council is supportive of the overall intent of the proposed Code Amendment, as the location and conditions of the affected area are generally suitable for redevelopment. However, the Council has some concerns regarding the potential impacts of future development on the local road network as well as the scope of *Planning and Design Code* policy which will apply as part of a future development application.

#### Additional Retail Zoned Land

Although retail competition is not within the scope of individual Development Application considerations, it is relevant to consider the broader strategic and economic impact of expanding or introducing new retail zoned land. In particular, it is important to consider whether the proposed rezoning has the potential to create an oversupply of retail land, undermine nearby retail centres and associated economic structure. The *Land Use & Economic Investigations* prepared by Deep End Services concludes that a future supermarket development on the site would not create an oversupply of supermarket floor space. Notwithstanding this assessment, the Council requests that the State Planning Commission, in its consideration of the proposed rezoning, undertakes its own independent economic investigations to ensure it is satisfied that the proposed rezoning will not compromise or undermine existing surrounding centre zones.

#### Local Traffic Impacts

A future development on the site has the potential to impact both traffic volumes and movements on Glynburn Road and the local traffic network in and around Glynde. The policies contained in the *Traffic Generating Development and Urban Transport Routes Overlays*, in conjunction with a likely referral to the Department of Infrastructure and Transport, are considered reasonable in managing potential impacts on Glynburn Road. However, potential impacts on the local traffic network are of concern.

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 Cultural Vitality  
 Economic Prosperity  
 Environmental  
 Sustainability

The Stantec report notes that Lewis Road currently carries approximately 1685 vehicles per day but with a future supermarket of approximately 2000m<sup>2</sup>, this may increase to 1890 vehicles per day. This is based on an assumption that a total of 10% of vehicle movements would use a Lewis Road access. It is difficult to predict what volume of users would access or egress the site via Lewis Road, particularly without assessing a proposed development layout, however it is considered that the 10% estimate is conservative. Lewis Road provides an alternative parallel cut-through route to Payneham Road, avoiding traffic lights and congestion at the corner of Glynburn Road/ Lower North East Road, with multiple right hand turn options off Payneham Road. As such, it is possible that the resultant number of vehicles per day in Lewis Road may increase above 1890. This is particularly close to the typical local road residential amenity threshold of 2000 vehicles per day. The Council respectfully recommends that this estimate be reviewed by the Proponent and the State Planning Commission to consider the potential impacts of greater than 10% of vehicles movements occurring via Lewis Road.

The potential traffic impacts of a future development will, of course, be considered as part of a Development Application, however it is important to consider what Code policies will be applied to this assessment. Although the applicable Code policies address issues such as vehicle access design and location, there are no policies which specifically address the broader impacts of a development on traffic volumes in the surrounding local street network. By comparison, the Council's former Development Plan contained policies such as:

*City Wide Objective 33*

*Control of the movement of traffic according to a defined hierarchy of roads which seeks to improve safety and to limit the speed and volume of traffic in local residential streets without unreasonably restricting access opportunities.*

*City Wide Principle of Development Control 102*

*Development should be designed to discourage commercial and industrial vehicle movements through residential streets and adjacent other sensitive land uses.*

This is a significant policy gap in the Code. It is noted that a private Code Amendment cannot amend or add to the General Development Policy section of the Code or the Zone Assessment Tables and there are significant limitations on creating new site specific policies. However, to effectively address the propensity for local traffic "rat-running" it is recommended that the Code Amendment introduce a concept plan which limits vehicle access for the affected area to Glynburn Road. It is also recommended that the State Planning Commission consider including policies which enable the assessment of impacts on local traffic networks.

Stormwater Management

One of the positive aspects of the Code is the inclusion of policies which encourage a high level of onsite stormwater retention and limit hard paved stormwater catchment areas. However, most of these policies only apply to residential development in certain zones, which creates a policy gap for non-residential developments. The stormwater policies applicable to a shop in the Suburban Activity Centre Zone primarily relate to the quality and the quantity (in terms of peak flows) of stormwater outputs, however the policy wording is general and is open to interpretation. The *General Development Policy – Design* policies contain a greater level of guidance (see PO 18.1 and PO 18.2) but are unfortunately not applicable. There are no applicable policies which specify minimum stormwater retention and reuse. By comparison, the Development Plan contained a range of policies, including:

*City Wide Objective 42*

*Development sited and designed to maximise the harvest and use of stormwater and reduce run-off.*

*City Wide Objective 43*

*Development sited and designed to minimise demand on reticulated water supplies.*

*City Wide Principle of Development Control 147*

*Development should be designed to maximise conservation, minimise consumption and encourage re-use of water resources.*



*City Wide Principles of Development Control 151*

*Stormwater management systems should:*

- (a) maximise the potential for stormwater harvesting and re-use, either on-site or as close as practicable to the source; and*
- (b) utilise, but not be limited to, one or more of the following harvesting methods:*
  - (i) the collection of roof water in tanks;*
  - (ii) the controlled discharge to open space, landscaping or garden areas, including strips adjacent to car parks;*
  - (iii) the incorporation of detention and retention facilities; or*
  - (iv) aquifer storage and recovery*

On such a significant sized site (7400m<sup>2</sup>), with potentially large future roof areas and carparking, it is concerning that the policy applicable to a shop under the Code, does not contain any policy to require stormwater capture and re-use on site. It is noted that the proponent is unlikely to be in a position to correct this policy issue, however it is recommended that the State Planning Commission consider amendments to non-residential stormwater policy as a matter of priority.

Potential impacts on residential properties

Suburban Activity Centre Zone PO 3.2 permits a TNV which determines whether a 45<sup>0</sup>/30<sup>0</sup> building envelope or 30<sup>0</sup> only building envelope applies. The Code Amendment proposes to adopt a 45<sup>0</sup>/30<sup>0</sup> TNV for the Affected Area. It is requested that the Code Amendment adopt a 30<sup>0</sup> only building envelope due to the close proximity of the adjacent residential properties in Lewis Road and the constrained configuration and dimensions of the subject site, which may otherwise lead to significant built form impacts for neighbours.

The Council notes that potential built form and noise impacts from a redevelopment of the affected area will be assessed as part of a future development application, and that most of the associated Code policies are generally considered to provide an adequate framework for this assessment. However, the Council takes this opportunity to highlight that any future development should not unreasonably affect the amenity of adjacent residents in Lewis Road.

Again, thank you for the opportunity to provide comments on the proposed Code Amendment. Should you have any questions regarding the submission, please do not hesitate to contact Council's Senior Urban Planner, Emily McLuskey on 8366 4561.

Yours sincerely

Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**

cc. State Planning Commission

## 11.4 COUNCIL ASSESSMENT PANEL REVIEW

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**REPORT AUTHOR:** Manager, Development Assessment  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4567  
**FILE REFERENCE:** qA1741  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to review the Membership of the Council Assessment Panel (CAP) and to provide general commentary on the Panel's activities and performance.

### BACKGROUND

On 1 August 2017, the provisions of the *Planning, Development and Infrastructure Act (PDI Act) 2018* relating to Council Assessment Panels commenced operation. As a result, all Councils were required to replace their former Development Assessment Panels comprising nine (9) Members (five (5) Specialist Independent Members and four (4) Elected Members) with Council Assessment Panels comprising up to five Members, one (1) of which may be an Elected Member.

The Council Assessment Panel was established by the Council at its meeting held on 4 September 2017. With respect to Membership of the Panel, the Council resolved the following:

- *That Cr John Minney be and is hereby appointed to the City of Norwood Payneham & St Peters Council Assessment Panel for a period commencing on 1 October 2017 until 31 October 2018.*
- *That the following persons be and are hereby appointed as Specialist External Members to the City of Norwood Payneham & St Peters Council Assessment Panel, for a period commencing on 1 October 2017 until 1 October 2019, or until extended or removed from membership of the Council Assessment Panel by resolution of the Council:*
  - *Mr Terry Mosel;*
  - *Mr Phil Smith;*
  - *Ms Fleur Bowden; and*
  - *Ms Jenny Newman.*
- *That Mr Terry Mosel be and is hereby appointed as Presiding Member to the City of Norwood Payneham & St Peters Council Assessment Panel, for a period commencing on 1 October 2017 until 1 October 2019, or until extended or removed from membership of the Council Assessment Panel by resolution of the Council.*

Following the initial two (2) year appointment of the Members to the Council Assessment Panel on 4 September 2017, the Council re-appointed all Members at the Council meeting held on 8 October 2019, for a further two years, expiring on 1 October 2021.

Clause 2.20 of the Council Assessment Panel Terms of Reference states:

*A CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.*

As the term of appointment for all of the CAP Members expires in October 2021, it is necessary for the Council to consider membership of the CAP.

## RELEVANT STRATEGIC DIRECTIONS & POLICIES

The following Goals contained in *CityPlan 2030, Shaping Our Future*, have been identified as relevant to core business of the Council Assessment Panel.

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

#### **Objectives:**

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

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

#### **Objectives:**

3.1 *A diverse range of businesses and services.*

3.2 *Cosmopolitan business precincts contributing to the prosperity of the City.*

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

#### **Objectives:**

4.1 *Sustainable and efficient management of resources.*

4.2 *Sustainable streets and open spaces.*

Forming a Panel in accordance with the relevant legislation, is both a statutory requirement and good governance and provides the community with the confidence that the Council's processes, procedures and delegations, are robust - all of which allows the Council to focus on strategic planning. In addition, appointing a Panel comprised of persons with a suitable mix of qualifications and experience, ensures that objectives (often competing) relating to economic development, environmental sustainability and visual amenity, are appropriately balanced in the development assessment process.

## FINANCIAL AND BUDGET IMPLICATIONS

At its meeting held on 3 June 2019, the Council resolved the following:

*That the sitting fee for each Independent Council Assessment Panel Member be increased by \$50 per meeting to assist in offsetting the cost of accreditation and Continuing Professional Development requirements prescribed for Independent CAP Members under the Planning, Development & Infrastructure Act 2016.*

Specialist External Members of the Panel have subsequently been remunerated at a rate of \$450 per scheduled Panel meeting and the Presiding Member has received a sitting fee of \$550 per meeting. Although the Council has resolved that Elected Members appointed to the Panel will receive a sitting fee of \$450, Cr Minney has requested not to receive a sitting fee.

In this context, the cost of providing sitting fees to Panel Members is currently \$1,900 per meeting, although if the Elected Member appointed to the Panel chose to accept a sitting fee, the cost would be \$2,350 per meeting.

No further changes to the current sitting fees are recommended.

## EXTERNAL ECONOMIC IMPLICATIONS

Nil

## SOCIAL ISSUES

Not Applicable.

## CULTURAL ISSUES

Not Applicable.

## ENVIRONMENTAL ISSUES

Not Applicable.

## RESOURCE ISSUES

Nil

## RISK MANAGEMENT

A *Code of Conduct for CAP Members* commenced operation on 1 October 2017. The Code of Conduct imposes Conflict of Interest provisions which are similar to those which existed previously under the *Development Act 1993*. To this end, in summary the new Code of Conduct continues to prohibit Panel Members from:

1. engaging in consultation outside of the panel process with any party on a proposed Development Application that is likely to be heard by the panel;
2. giving advice to an Applicant or other third party on a Development Application after it has been lodged outside of a panel meeting;
3. speaking at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a Development Application unless required by the Act;
4. expressing an opinion on a Development Application or a proposed development outside of a panel meeting; and
5. engaging in any other act or omission which may give rise to a reasonable presumption that they have prejudged a development proposal or Application.

All Code of Conduct complaints concerning CAP Members are required to be made to and addressed by, the State Planning Commission. Unlike the previous requirement under the *Development Act 1993*, Councils are not required to have a Public Officer for their CAP.

## COVID-19 IMPLICATIONS

Nil.

## CONSULTATION

- **Elected Members**  
Not Applicable.
- **Community**  
Not Applicable.
- **Staff**  
General Manager, Urban Planning & Environment  
Development Assessment Planners
- **Other**  
Not Applicable.

## DISCUSSION

### The Panel's Activities and Performance

The Panel met on twenty three (23) occasions between October 2019 and September 2021. Two (2) scheduled Ordinary Meetings (January 2020 and July 2021), were cancelled due to there being no agenda items and a Special Meeting was held on 10 February 2021, to resolve matters in readiness for the commencement of the *Planning & Design Code* on 19 March 2021.

During the twenty four (24) month reporting period from October 2019 to September 2021, 1910 Development Applications were determined by the City of Norwood Payneham & St Peters; representing an average of just under 1000 applications per year.

Of the 1910 Development Applications which were determined by the Council during the reporting period, the Panel considered 73 Development Applications, which equates to approximately 3.8% of all Development Applications which were received, assessed and determined by the Council. All other Development Applications were determined by staff acting under delegated authority.

The Panel considered thirteen (13) Development Applications for new dwellings in Historic (Conservation) Zones, all of which were granted approval in accordance with the recommendation of staff. The Panel also considered thirteen (13) Development Applications involving more than two (2) dwellings, eighteen (18) Development Applications involving commercial developments and a range of other Applications, including fourteen (14) Land Division Applications.

Some of the larger scale and/or more complex development applications which were considered by the Panel during the reporting period included:

- twelve (12) dwellings within two residential flat buildings on Payneham Road, Felixstow;
- sixteen (16) dwellings on Beulah Road, Norwood;
- two (2) child care centres; one on Portrush Road and one on Kensington Road;
- two (2) service stations; one on Payneham Road and one on Portrush road;
- a three storey mixed-use development on Beulah Road, Norwood; and
- a three storey residential development on Stephen Street, Norwood.

Of the 73 Development Applications which were considered by the Panel during the reporting period, sixteen (16) Applications (22%) were refused by the Panel. Of the sixteen (16) Applications which were refused, nine (9) were recommended to be refused by staff.

Of the fifty seven (57) Applications which were approved by the Panel, fifty six (56) were determined in accordance with the recommendations made by staff. Overall, eleven per cent (11%) of decisions made by the Panel were contrary to staff recommendations. Accordingly, the vast majority of decisions made by the Panel are consistent with staff recommendations, which demonstrates a close alignment between the way in which staff and the Panel are interpreting and applying the provisions of the Development Plan (and more recently, the *Planning and Design Code*).

Four (4) of the decisions that were made by the Panel during the reporting period, were appealed to the Environment Resources and Development (ERD) Court, either by the applicant or a third party. Two (2) of those appeals have been resolved via a compromise, without proceeding to a Full Hearing. The remaining two (2) appeals have not yet been finalised.

On 21 September 2021, the Council received notification of an appeal of a decision of the Council's Assessment Manager, which is now allowed for under the new planning system which came into effect in March 2021. This is the first appeal that has been lodged with the CAP. The appeal is against a decision of one of the Council's planning staff (acting as a delegate of the Council's Assessment Manager) to refuse a proposal to construct a two storey dwelling in Norwood.

The Applicant has paid the appeal fee of \$521 and the processing of the appeal has commenced. The first step in the process, involves the CAP Presiding Member receiving the application for review of decision and then notifying the Council's Assessment Manager within five (5) business days. As at the time of writing this report, the appeal has only progressed to this stage.

Once the Council's Assessment Manager receives notification of the appeal, the Assessment Manager will collate all relevant documents for a review hearing to be undertaken by the CAP. The role of the CAP will be to review the Assessment Manager's decision. The CAP has adopted a policy which sets out the considerations that the CAP must apply in reviewing the decision.



## **Review of Delegations**

The most recent review of delegations was undertaken by the Council Assessment Panel at its meeting held on 10 February 2021. Contrary to the regime which was established under the *Development Act 1993*, whereby the Council determined which Application types would be determined by the CAP versus staff, the *Planning, Development and Infrastructure Act 2016*, establishes that all Applications are determined by the Assessment Manager, other than those which are the subject of public notification.

The Council Assessment Panel is able to delegate authority to determine certain types of Applications which are the subject of public notification. In this respect, the CAP determined to delegate authority to the Assessment Manager, to determine applications which are the subject of public notification, where no representations have been received in opposition to the Application.

## **Procedural Issues and Meeting Efficiency**

There were no new procedures introduced into the operations of the Panel during the reporting period and all existing procedures continued to provide for generally efficient and effective meetings.

## **Planning Policy Issues / Trends**

One of the Panel's key roles in addition to determining certain types of Development Applications on behalf of the Council, is to provide advice and reports to the Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through the Panel's assessment of Development Applications.

The *Planning and Design Code* (the Code) commenced operation, replacing the Development Plan, on 19 March 2021. To date, only two (2) Development Applications have been considered by the CAP which were lodged after 19 March 2021 and therefore were assessed against the Code. Accordingly, it is too early for the CAP to provide any meaningful comments on the Code and its efficacy in shaping development outcomes.

## **Specialist External Panel Members**

The four (4) Specialist External Members who have been appointed to the Panel, have varied professional backgrounds and are highly regarded in their respective fields of expertise:

- Mr Mosel is a qualified and experienced Town Planner and former ERD Court Commissioner;
- Ms Jenny Newman is a qualified architect with heritage conservation experience;
- Mr Smith is a qualified and experienced Town Planner; and
- Ms Bowden is a qualified and experienced Landscape Architect.

Assessing the performance of Panel Members is very difficult as the core business of the Panel involves Members undertaking objective assessments of Development Applications which are often complex and not clear-cut. As such, opinions will vary on each matter considered by the Panel. In addition, Panel Members prepare for meetings by themselves (ie. undertaking site inspections, reading Agenda reports and seeking clarification of issues from staff prior to meetings), therefore the amount of time that Panel Members invest in preparing for Panel meetings is difficult to gauge. That said, even if the amount of preparation time was known, it is not considered to be a strong indicator of their individual performance, because each Member would prepare for Panel meetings differently.

Overall, it is considered that all Panel Members have discharged their responsibilities appropriately and in doing so, have performed well. The meeting attendance rate is high, with an average of less than one (1) absentee per month during the reporting period.

All Members have contributed to discussions on Agenda Items in a robust manner, sought advice and clarification from staff at various times throughout the year, asked questions of representors, Applicants and staff at Panel meetings, identified planning trends of concern and it is evident from observing the meetings that all Members have prepared thoroughly for each meeting. The quality of decision making is considered to be of a high and robust standard and is acknowledged in the sector as such.

Mr Mosel has performed well in the role of Presiding Member, providing a high level of professional expertise and control over meetings in a range of situations. Intervention and guidance is provided by the Presiding Member when required, resulting in good efficiency and public perception of the Panel.

With the exception of Ms Newman, all Specialist External Members have sat on the CAP for over six (6) years, having been appointed by the Council on 7 April 2015. Ms Newman has sat on the Panel for nearly ten (10) years, having been appointed by the Council on 7 November 2011.

Mr Mosel and Mr Smith have advised that they do not wish to continue sitting on the CAP, and whilst they would be willing to continue for up to twelve (12) months, would prefer to only continue for six (6) months. In order to continue to sit for twelve months, they would need to be reappointed by the Council for that period of time. Alternatively, the Council could simply not re-appoint Mr Mosel and Mr Smith and they would be able to continue to sit on the CAP for up to six (6) months, pursuant to Clause 2.20 of the Terms of Reference.

Ms Newman and Ms Bowden have advised that they wish to continue sitting on the CAP. They have also advised they would be prepared to continue to sit on the CAP for up to six (6) months until reappointed or successors are appointed (if the Council determines to call for expressions of interest).

Given that Mr Mosel and Mr Smith have advised that they only wish to continue to sit on the Panel for up to twelve months and the length of time which Ms Newman and Ms Bowden have been sitting Members, the Council may determine to call for expressions of interest in the Specialist External Member positions. With six (6) years having elapsed since the last call for expressions of interest, there may be any number of 'new' well credentialed candidates who have an interest in sitting on the Panel and may be worthy of consideration. This approach is therefore recommended.

Members, other than Elected Members, will need to be accredited as Planning Level 2 Accredited Professionals under the Accredited Professionals Scheme. To achieve this level of accreditation, Specialist External Members will need to have qualifications and experience in accordance with at least one (1) of the below options:

1. relevant planning qualification and a minimum 2 years full time or equivalent experience considered appropriate by the Accreditation Authority and covering at least 6 months experience in at least three of the technical skills applying to a Level 1: Assessment Manager;

or

2. qualification in a planning related field (e.g. architecture, engineering, environmental management, law, construction management, land surveyor) and membership of an allied industry body to the satisfaction of the Accreditation Authority together with 2 years full time or equivalent experience considered appropriate by the Accreditation Authority and covering at least 6 months experience in at least three of the following technical skills:
  - Planning or planning related policy development, review and/or policy interpretation and Communication, negotiation and/or mediation for planning or planning related outcomes with stakeholders.
  - Designing and/or delivering community engagement of planning or planning related matters.
  - Administration and/or leadership of urban and regional governance.
  - Project management of planning or planning related matters.

It is considered preferable that the Presiding Member who is appointed to the Panel, have planning qualifications and experience, in accordance with option 1 above.

### **Number of Panel Members**

The new CAPs are required to have a maximum of five (5) members, one of which may be an Elected Member of the Council.

It is recommended that the Council Assessment Panel continue to comprise five (5) Members, including one (1) Elected Member.

## **Deputy Panel Members**

The Council may also appoint Deputy Members to the CAP. Deputy Members can attend meetings in the place of absent CAP Members on an 'as-needs' basis. The appointment of Deputy Members may assist the CAP in avoiding quorum issues.

Cr Carlo Dottore is currently appointed to the position of Deputy Member, to sit on the Panel when Cr Minney is unable to attend a meeting. Where an Elected Member is appointed as a Deputy Member, that person may not act as a deputy for any other CAP Member.

The Council has previously determined not to appoint a specialist external Deputy Member. The absence of a specialist external Deputy Member has not hindered the operations of the CAP over the past three (3) years, with the exception of the meeting held in August 2019. In that instance, two Specialist External Members were apologies for the meeting, leaving two specialist external members and Cr Minney. Whilst this achieved a quorum for most items on the agenda, one of the Specialist External Members declared a conflict of interest for an item, resulting in a quorum being unable to be achieved and the agenda item being unable to be considered until the following month.

The Council could determine to call for expressions of interest for a specialist external Deputy Member, who would be able to attend in situations when one or more specialist external members are unable to attend a meeting. Given how infrequently the lack of a specialist external Deputy Member has been problematic, this is not recommended.

## **Panel Members Term of Engagement**

The PDI Act does not prescribe a maximum term for CAP Members appointed by the Council. Most recently, the Council appointed CAP Members for a two (2) year term, whereas previously they had been appointed for one (1) year at a time.

Given the safeguards in the Terms of Reference to remove a Member at the discretion of the Council at any time and historical absence of any operational concerns, it is recommended that if the Council determines to re-appoint any of the existing Members, they be appointed two (2) years, other than Mr Mosel and Mr Smith, who have advised that they wish to sit on the CAP for no longer than one (1) year.

## **OPTIONS**

The Council could determine to re-appoint all specialist external members of the CAP, or alternatively could determine not to appoint one or more Members and instead call for expressions of interest for new Members. For the reasons set out in this report, it is recommended that all Specialist External Member positions not be reappointed and that expressions of interest be sought for membership of the CAP.

The Council could also determine to seek expressions of interest for a specialist external Deputy Member, to attend meetings of the CAP when other specialist external members are unable to attend. As the absence of a specialist external Deputy Member has rarely been problematic in the past, this is not recommended.

Given that the term of the current Council concludes in November 2022, the Council may wish to re-appoint all existing members to the Panel, to align with the end of current term of Council. This would bring consideration of membership of the CAP into line with other Council committees, which are established immediately following the outcome of the South Australian Local Government elections. This approach would be dependent on all existing Members being willing to serve for another year. It would be prudent however, to appoint an Elected Member to the CAP for not more than twelve (12) months to align with the conclusion of the current term of the Council.

## CONCLUSION

The Council Assessment Panel has discharged its responsibilities extremely well, between October 2019 and September 2021, with meetings running efficiently and with a high degree of professionalism.

The Panel determined 89% of Development Applications in accordance with the staff recommendation, reflecting a continued high degree of consistency between staff and Panel assessment approaches, recommendations and final decisions.

Overall, the Council can be justifiably satisfied with the results which have been achieved and the Panel's operation during the period between October 2019 and September 2021.

Given that six (6) years have passed since expressions of interest were sought for membership of the CAP and two specialist external members have advised that they only wish to continue for up to twelve (12) months, it is considered appropriate to call for expressions of interest at this time.

## COMMENTS

Given that the term of the current council concludes in November 2022, it is considered prudent for the Council to appoint an Elected Member to the Panel for one year, to align with the end of current term of Council.

## RECOMMENDATION

### Appointment of Elected Member

1. That \_\_\_\_\_ be and is hereby appointed to the City of Norwood Payneham & St Peters Council Assessment Panel for a period commencing on 18 October 2021 until 31 October 2022.
2. That \_\_\_\_\_ be and is hereby appointed as a Deputy Member to the City of Norwood Payneham & St Peters Council Assessment Panel for a period commencing on 18 October 2021 until 31 October 2022.

### Appointment of Specialist External Members

3. That expressions of interest be called for four (4) Specialist External Members of the Council Development Assessment Panel, including the position of Presiding Member.
4. That the current Specialist External Members on the Council Assessment Panel be thanked for their outstanding contributions serving on the Council Assessment Panel and for their willingness to continue to act as Members until the vacancies are filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.
5. That a Selection Panel be established to short-list and interview candidates for the vacant Specialist External Member positions of the Council Assessment Panel.
6. That the Selection Panel comprise of two (2) Elected Members and the General Manager, Urban Planning & Environment and the Manager, Development Assessment.
7. That the following Elected Members be appointed to the Selection Panel:
  - Cr \_\_\_\_\_; and
  - Cr \_\_\_\_\_.
8. That following the Selection Panel's short-listing and interviewing of candidates, a report be prepared for the Council's consideration to finalise the appointment of Specialist External Members to the City of Norwood Payneham & St Peters Development Assessment Panel.

### **Sitting Fees**

9. That all Members of the City of Norwood Payneham & St Peters Council Assessment Panel receive a sitting fee of \$450 per meeting, other than the Presiding Member, who shall receive a sitting fee of \$550 per meeting.

## 11.5 BUILDING FIRE SAFETY COMMITTEE REVIEW

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**REPORT AUTHOR:** Senior Development Officer, Building  
**GENERAL MANAGER:** General Manager, Urban Planning & Environment  
**CONTACT NUMBER:** 8366 4526  
**FILE REFERENCE:** qA1795  
**ATTACHMENTS:** Nil

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### PURPOSE OF REPORT

The purpose of this report is to provide for the Council's information, the outcomes of the operations of the Building Fire Safety Committee, for the period September 2020 to September 2021.

### BACKGROUND

Local Government plays an important role in protecting the ongoing safety of building occupiers and users, through the provisions of the *Development Act 1993*.

Section 71 of the *Development Act 1993*, specifically places obligations upon an "Appropriate Authority" in relation to Building Fire Safety. Specifically, it provides powers for "Authorised Officers" to investigate whether or not building owners are maintaining proper levels of fire safety in their buildings for the protection of all occupiers, whether they be residents or workers who use the buildings regularly, or clients and visitors who use the buildings occasionally.

For the purposes of Section 71 of the *Development Act 1993* and Section 157 of the *Planning, Development and Infrastructure Act 2016*, an *Appropriate Authority* is a body established by a council, or by two or more councils and designated by the council or councils, as an appropriate authority. In the case of the City of Norwood Payneham & St Peters, the Council has established the *Building Fire Safety Committee* as the *Appropriate Authority*.

If a building is not considered to be adequate from a building fire safety perspective, Sections 71 and 157 of the respective Acts, provide powers for the Building Fire Safety Committee to require remedial action to rectify any problems associated with the building.

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

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

Accordingly, this report sets out the outcomes of the Committee's operations during the period September 2020 to September 2021 in accordance with the current Terms of Reference.



## RELEVANT POLICIES & STRATEGIC DIRECTIONS

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

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

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

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

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

## FINANCIAL AND BUDGET IMPLICATIONS

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

The approximate annual cost of investigating building fire safety matters, taking into account the professional fees of Mr Olds and Mr Poupoulas, is \$4,500.

## EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable

## SOCIAL ISSUES

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

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

## CULTURAL ISSUES

Not Applicable

## ENVIRONMENTAL ISSUES

Not Applicable

## RESOURCE ISSUES

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

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

## RISK MANAGEMENT

The establishment and operation of the *Building Fire Safety Committee* is necessary and required to ensure that the Council fulfils its statutory obligations under the *Development Act 1993 and Planning, Development and Infrastructure Act 2016*, with respect to building fire safety. A properly functioning Committee is necessary to enable the Council to undertake the roles and fulfil the responsibilities of an Appropriate Authority, pursuant to Sections 71 and 157 of the respective Acts.

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

The application of a Risk Assessment Process is important to ensure that the Council's Building Fire Safety Committee performs its duties under the *Development Act 1993* and now the *Planning, Development and Infrastructure Act 2016*, by prioritising matters based on an assessment of relative risk, rather than via random selection of buildings to review without defined reasoning for its investigations or prioritisation.

The Risk Assessment Process contained within the Terms of Reference, was endorsed by the Council at its meeting held on 5 August 2019.

## CONSULTATION

- **Elected Members**  
The Council considered and endorsed the current Terms of Reference at its meeting held 5 August 2019.
- **Community**  
Not Applicable
- **Staff**  
General Manager, Urban Planning & Environment
- **Other Agencies**  
Not Applicable

## COVID-19 IMPLICATIONS

There are no COVID-19 implications associated with this matter.

## DISCUSSION

### *Objects and Role of the Committee*

The Committee essentially has an administrative function, established as a requirement pursuant to the *Development Act 1993 and now the Planning, Development and Infrastructure Act 2016*, to administer building fire safety and acts as a compliance body in terms of enforcing the building fire safety provisions of the Act.

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

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

*Review of the Committee’s Activities for the period September 2020 to September 2021*

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

The Council’s *Building Fire Safety Committee* met on five (5) occasions between September 2020 and September 2021. All Members attended all meetings of the Committee.

Between September 2020 to September 2021, twelve (12) buildings were subjected to fire safety investigations within the City. Of these, two (2) fire safety matters were resolved and four (4) buildings are currently subject to an Aluminium Composite Panel Cladding audit. In total, six (6) inspections were undertaken by the Committee for the period of September 2020 and September 2021.

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

**TABLE 1: TYPES OF BUILDINGS INSPECTED DURING 2020-2021**

Building Type	Number of Inspections September 2020 – September 2021
Supported Residential Facilities	1
Accommodation Buildings	4
Office Buildings	1
Hotels	0
Assembly Buildings	0
Other	0
<b>TOTAL</b>	<b>6</b>

A summary of the key statistics of the operation of the building Fire Safety Committee during the period commencing September 2020 to September 2021 is set out below:

- the Committee has met on five (5) occasions;
- currently there are ten (10) outstanding matters on the Committee’s agenda, excluding ACP cladding audit matters;
- there have been two (2) matters resolved in this reporting period;
- there were eight (8) outstanding matters in the previous reporting period; and
- there are four (4) buildings currently under investigation as a result of State wide Aluminium Composite Panel Cladding Audit.

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

Currently, the Committee is dealing with fire safety matters associated with six (6) accommodation/residential buildings, two (2) mixed use (office, residential, shop etc) buildings, a nursing home facility and a warehouse building. Two (2) fire safety matters were resolved during the reporting period, without the need to take legal action. One (1) Fire Safety Defect Notice was issued in this reporting period under Section 71 of *Development Act 1993* and two (2) Fire Safety Defect Notices were issued under Section 157 of *Planning, Development and Infrastructure Act 2016*. One (1) notice issued required a report be provided to the Committee in respect to the fire safety deficiencies on the subject property. Two (2) notices required specific works to be undertaken and completed by owner/s to ensure that the required level of fire safety is achieved and maintained in the subject buildings. Four (4) enforcement notices were issued as a result of presence of Aluminium Composite Cladding ‘ACP’ panelling on buildings. Three (3) buildings containing ACP cladding are currently being remediated, with the remaining building currently pending further investigation.

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

- multi-storey mixed use building that requires upgrades to stair pressurisation, confirmation of building's air handling system for smoke control, upgrade to exit and emergency lighting, upgrade to smoke detection system, clarification of designated fire rated doors;
- 2 storey accommodation building requiring extensive upgrades to all aspects of fire safety – currently vacant and being closely monitored by the Committee;
- 4 storey student accommodation building requiring upgrades to firefighting provisions, and egress provisions;
- 2 storey residential unit complex requiring fire separation and egress provisions upgraded;
- 4 storey residential unit complex requiring upgrades to unit entry door, opening fire separation, emergency and exit lighting, firefighting provisions, and implementation of maintenance regime;
- 2 storey accommodation building requiring alarm monitoring and fire separation in roof space;
- single storey warehouse/retail building requiring installation of extensive fire safety provisions throughout as a result of development approval;
- 2 storey office and shop building subject to extensive fire safety upgrades relating to smoke separation, egress and firefighting provisions;
- 4 storey residential building requiring maintenance of fire safety provisions an evidence of adequate water supply for firefighting purposes; and
- A nursing home requiring upgrades to egress and separation.

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

In accordance with the 'Audit Methodology' contained within the current Terms of Reference, the Council's *Building Fire Safety Committee*, with the assistance and advice of qualified Council Staff, is required to undertake an annual audit of buildings by systematically auditing one (1) suburb per annum. All buildings within that suburb which are identified as warranting investigation due to potential fire safety deficiencies, are required to be listed and investigated by the Committee following the audit. The investigations are required to be prioritised in accordance with risk analysis and identification as determined during the audit. In the reporting period 2020-2021, the Council has chosen Payneham as the suburb for this reporting period. A four (4) storey residential building was selected and is currently under investigation. The subject building was selected based on its risk being a residential four storey building which has been constructed in the 1970's.

#### *Other Activities*

Other than the responsibilities set out in Section 71 of the Act, the Committee has also been responsible for the recent audit of the buildings which contain a designated building product known as ACP (Aluminium Composite Panel). The audit, as initiated by the State Government Department of Planning, Transport & Infrastructure ("DPTI"), has been primarily undertaken by the Senior Development Officer, Building and presented to the Committee for actioning.

By way of background, buildings of concern within the City of Norwood Payneham & St Peters were audited between June 2018 and June 2019 and in total, seven (7) buildings were flagged and reported to the Committee for actioning. Of those seven (7) buildings, two (2) buildings have returned a High or High-Extreme SALSA rating. Two (2) buildings with High or High-Extreme rating are currently being dealt with through Council's Building Fire Safety Committee in relation to presence of the flammable cladding, and two (2) buildings are currently under investigation by the Committee due to the extent and condition of flammable cladding even though this building returned a 'Low' and 'Moderate' SALSA risk.

The respective owners of all buildings which have been the subject of the Aluminium Composite Panel Cladding Audit have been written to and advised of the audit and its outcomes. To date, the Committee is liaising with DPTI regarding the progress of the audit and its outcomes. It is anticipated that all actions arising from the audit will be completed by the end of November 2021.

## **OPTIONS**

This report is to provide information only on the activities of the *Building Fire Safety Committee*.

## **CONCLUSION**

The activities of the *Building Fire Safety Committee* have been constructive and proactive. Whilst only two (2) outstanding matters were resolved, the Committee was very efficient and effective in diligently actioning a range of on-going and complex enforcement matters.

A methodical risk assessment based approach has been applied by the Committee for several years and this has ensured that building fire safety risks have been afforded an appropriate level of attention. Whilst such risks cannot be entirely mitigated, the Committee's role and function is crucial in ensuring that buildings with vulnerable occupants are adequately protected against fire. The Committee's Risk Assessment Process was endorsed by the Council at its meeting on 5 August 2019, which has provided the Committee with a more structured approach and governance framework, which will be applied to all future investigations.

## **RECOMMENDATION**

That the report on the activity of the Council's *Building Fire Safety Committee* during the period commencing September 2020 and ending September 2021, be received and noted.

## 11.6 2021 CHRISTMAS EVENTS

---

**REPORT AUTHOR:** Event Coordinators  
**GENERAL MANAGER:** General Manager, Governance & Community Affairs  
**CONTACT NUMBER:** 8366 4582  
**FILE REFERENCE:** qA61803  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to present information for the Council's consideration regarding the Council's events which are scheduled to take place in the lead up to the 2021 Christmas period, in light of the current COVID-19 restrictions and the consequent impact on the events.

### BACKGROUND

In March 2020, the Federal and State Government introduced a number of restrictions to assist in controlling the spread of COVID-19 in Australia.

At that time, most of the Council's events and programs were cancelled and facilities closed as a result of the restrictions. This included libraries, community events, Community Care services and programs, playgrounds, etc.

At the end of 2020, with the easing of the restrictions, most of the Council's events and programs recommenced and facilities re-opened.

However, in July 2021, following a State-wide lockdown due to a recurrence of COVID-19 within the community, a number restrictions were put in place once again. Whilst there has been an easing of some restrictions since that time, a number of restrictions remain which have consequent impacts on events.

Whilst most of the current restrictions can be managed and therefore complied with when events, programs and services are conducted in a Council owned facility, (ie indoors with clearly defined entry and exit points, physical distancing, signage, the ability to identify and control the number of people in attendance, handwashing facilities, etc), the restrictions associated with events which are held outdoors are not as easily managed.

A review therefore of a number of Council events which are scheduled to be held in the lead up to the 2021 Christmas period, has been undertaken to determine if the events can proceed in accordance with the current COVID-19 restrictions.

To this end, the following events have been assessed in terms of the current COVID-19 restrictions and advice from SA Health:

- *Norwood Christmas Pageant;*
- *Volunteer's Christmas Dinner;*
- *Twilight Carols;* and
- *Movie on the Oval.*

### RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

### FINANCIAL AND BUDGET IMPLICATIONS

The Council has allocated funds for the various events as part of the 2021-2022 Budget.

### EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.



## **SOCIAL ISSUES**

Not Applicable.

## **CULTURAL ISSUES**

Not Applicable.

## **ENVIRONMENTAL ISSUES**

Not Applicable.

## **RESOURCE ISSUES**

Resource Issues have been addressed in the COVID-19 Implications section of this report.

## **RISK MANAGEMENT**

All events must include the development of a *COVID-Management Plan* to ensure that the relevant legislative and State Government restrictions are being met. The Plan will vary for each event, depending on the type of event and the potential risks for each event.

Currently, in accordance with SA Health requirements, a *COVID-Management Plan* must be prepared and approved by SA Health.

Each event is also required to have its own *Risk Management Plan* (which in any case is standard practice for all Council events).

## **COVID-19 IMPLICATIONS**

In August 2020, the State Government announced that COVID-19 Marshalls would be required for the following prescribed operations:

- the onsite purchase and consumption of food or beverages (indoor and outdoor). This does not include take-away only operators;
- religious or faith-based ceremonies;
- supermarkets and hardware stores;
- distribution centres (including associated transport operations);
- gymnasiums and fitness centres;
- swimming pools used by the public;
- social and sporting clubs;
- any activity where a *COVID-Management Plan* is required; and
- any operation which may be defined by the State Coordinator.

These requirements are still in place and therefore “nominated” COVID-19 Marshals must be in attendance at Council events.

## **CONSULTATION**

- **Elected Members**  
Not Applicable.
- **Community**  
Not Applicable.
- **Staff**  
Manager, WHS & Risk.
- **Other Agencies**  
Staff have had ongoing regular discussions with representatives from SA Health and SAPOL regarding the Council’s events and SA Health requirements in terms of conducting the events.

## DISCUSSION

- *Norwood Christmas Pageant*

As Elected Members are aware, the *Norwood Christmas Pageant* (the Pageant) starts at the western end of The Parade and finishes at the intersection of Queen Street and Beulah Road. Approximately 20,000 spectators line The Parade and Queen Street to watch the Pageant.

Based on the nature of the event and the expected number of spectators, SA Health has determined that the Pageant is a “high risk” event, as it would not be possible to maintain a “controlled” environment.

The 2021 *Norwood Christmas Pageant* has therefore been cancelled.

- *Volunteers Christmas Dinner*

The 2021 *Volunteers Christmas Dinner* will be held on Wednesday, 24 November 2021, in the Norwood Concert Hall.

As this event is within what SA Health have determined to be a “Controlled environment”, the event can proceed (and is proceeding at this stage).

- *Twilight Carols*

The *Twilight Carols* are held in Linde Reserve on 4 December 2021.

As the event is held in the reserve and the event capacity in terms of attendees is manageable in terms of contract tracing and density requirements the event can proceed.

A *COVID-Safe Plan* has been prepared and is with SA Health for final approval.

- *Movie on the Oval*

The *Movie on the Oval* event is scheduled to be held at the Norwood Oval on 11 December 2021.

However, as a result of an upgrade to the irrigation system at Norwood Oval, the 2021 *Movie on the Oval* event will be held at Adey Reserve, Firle.

As the event is held in the reserve and the event capacity in terms of attendees is manageable in terms of contract tracing and density requirements, the event can proceed (and is proceeding at this stage).

A *COVID -Safe Plan* has been prepared and has been approved by SA Health.

Whilst it is disappointing that the *Norwood Christmas Pageant* cannot proceed, it is pleasing that the Council's other Christmas events can proceed, at this stage.

A number of Councils in South Australia have also cancelled their Christmas Pageants and some Councils are considering hosting a replacement event.

Whilst this is an option for this Council, as this Council hosts other Christmas events, this approach is not recommended.

There is however an opportunity to install the Christmas Pageant floats at the *Twilight Carols* event and provide children the opportunity to “visit” the floats and Father Christmas.

The inclusion of the floats at the *Twilight Carols* event will add another element to the event for children to enjoy.

Elected Members will recall that the floats were also installed on Osmond Terrace in 2020, following the cancellation of the 2020 *Norwood Christmas Pageant*. As the 2021 Pageant has been cancelled the floats will once again, be installed on Osmond Terrace as part of the Christmas display, *Festive Gallery on Osmond*, for the week leading up to Christmas.

As part of the 2021-2022 Budget, the Council has allocated \$68,000 for the *Norwood Christmas Pageant* and these funds can be used to install the floats at the event.

In addition, there is also an opportunity to commission a new float for the 2022 *Norwood Christmas Pageant*, with the funds currently allocated to the Pageant redirected for this purpose.

The Council currently has the following five floats which take part in the Pageant:

- Father Christmas;
- Princess;
- Townhall;
- Gingerbread House; and
- Rocket Shop.

Photographs of the floats listed above are contained within **Attachment A**.

The Council has not commissioned a new float since 2006 when the Princess float was commissioned.

The Princess float was commissioned at a cost of \$20,000.

However since this float was commissioned 15 years ago, it would be more realistic to allocate \$25,000 for a new float.

A new float for the Pageant would enhance the event and provide a new attraction for the 2022 Pageant, when hopefully the event can once again be held.

## **CONCLUSION**

2020 and 2021 have been difficult years worldwide and “normal” activities and operations have been difficult. Whilst it is disappointing that a number of events have and continue to be impacted by the COVID-19 pandemic, it is important to remember that the most important focus for the Council must be on community wellbeing and as such, the Council has and must continue to demonstrate leadership during these unprecedented times.

## **COMMENTS**

Nil.

## **RECOMMENDATION**

1. That the report be received and noted.
2. That the Council approves the allocation of \$25,000 from the 2021-2022 Christmas Pageant Budget for commissioning of a new Pageant float for the 2022 *Norwood Christmas Pageant*.

## **Attachments – Item 11.6**

# Attachment A

## 2021 Christmas Events

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



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







## 12. ADOPTION OF COMMITTEE MINUTES

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

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### PURPOSE OF REPORT

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

- Norwood Parade Precinct Committee – (14 September 2021)  
(A copy of the Minutes of the Norwood Parade Precinct Committee meeting is contained within **Attachment A**)

### ADOPTION OF COMMITTEE MINUTES

- **Norwood Parade Precinct Committee**

That the minutes of the meeting of the Norwood Parade Precinct Committee held on 14 September 2021, 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 Norwood Parade Precinct Committee

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

Telephone 8366 4555  
Facsimile 8332 6338  
Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)  
Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



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

# Norwood Parade Precinct Committee Minutes

**14 September 2021**

## **Our Vision**

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

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

---

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

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**VENUE** Mayors Parlour, Norwood Town Hall

**HOUR** 6.17pm

**PRESENT**

**Committee Members** Mayor Robert Bria (Presiding Member)  
Cr Sue Whittington  
Cr Fay Patterson  
Cr John Callisto  
Cr Carlo Dottore  
Ms Annie Lovejoy  
Mr Terry Dalkos  
Mr Rimu Good  
Mr Joshua Baldwin  
Mr Hao Wu

**Staff** Keke Michalos (Manager, Economic Development & Strategic Projects)  
Stacey Evreniadis (Economic Development Co-ordinator)  
Tyson McLean (Economic Development & Strategic Projects Officer)

**APOLOGIES** Mr Ross Dillon, Mr Phillip Rollas

**ABSENT** Nil

**TERMS OF REFERENCE:**

*The Norwood Parade Precinct Committee is established to fulfil the following functions:*

- *To develop and recommend to the Council in each financial year, an Annual Business Plan and Budget for The Parade Precinct.*
- *The Budget developed by the Norwood Parade Precinct Committee must be considered in conjunction with the Annual Business Plan. The amount recommended to the Council, to be approved by the Council, should meet the objectives set out in the Annual Business Plan.*
- *To oversee the implementation of the Annual Business Plan as approved.*
- *To oversee the implementation of the approved Marketing and Promotional Plan for The Parade.*
- *To assist in the development and promotion of a vibrant cultural and leisure tourism destination for businesses, residents and visitors.*
- *To facilitate and encourage networking and communication.*

**1. CONFIRMATION OF MINUTES OF THE NORWOOD PARADE PRECINCT COMMITTEE MEETING HELD ON 4 MAY 2021**

*Cr Callisto moved that the minutes of the Norwood Parade Precinct Committee meeting held on 4 May 2021 be taken as read and confirmed. Seconded by Ms Annie Lovejoy and carried unanimously.*

**2. PRESIDING MEMBER'S COMMUNICATION**

Nil

**3. NORWOOD PARADE PRECINCT NEWS**

Nil

**4. STAFF REPORTS**



## 4.1 PROGRESS REPORT ON THE IMPLEMENTATION OF THE 2021-2022 ANNUAL BUSINESS PLAN

**REPORT AUTHOR:** Economic Development Coordinator  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4616  
**FILE REFERENCE:** qA59232  
**ATTACHMENTS:** A - E

### PURPOSE OF REPORT

The purpose of this report is to provide the Norwood Parade Precinct Committee (NPPC), with a progress report on the implementation of the 2021-2022 Annual Business Plan.

### BACKGROUND

At its meeting held on 4 May 2021, the Committee endorsed the *2021-2022 Annual Business Plan* and the *Continuation of The Parade Separate Rate* for the Parade Precinct and resolved to forward it to the Council for its endorsement. Subsequently, the Council endorsed the Annual Business Plan and the Continuation of the Separate Rate as being suitable at its meeting held on 7 June 2021.

For the 2021-2022 financial year, the value of the Separate Rate on the Parade Precinct Traders is \$215,000. Investigations have progressed in respect to a number of the deliverables and a summary of the overall budget and expenditure to date is contained in **Attachment A**.

### DISCUSSION

#### 1. STRATEGY: EVENTS & ACTIVATIONS

##### 1.1 RAISING THE BAR ADELAIDE 2021

For one night only, the City of Norwood Payneham & St Peters will once again be transformed into a campus where top academics, industry experts and thought leaders will gather in some of the best local pubs for one-of-a-kind, knowledge-driven events. The Council area continues to be the only destination in South Australia that delivers this unique event.

From its beginnings in 2018, Raising the Bar has continued to grow in popularity and will be returning again this year on Tuesday 12 October, with twenty (20) insightful talks on one night; across ten (10) different venues in the City. Each venue will host two (2) sessions, the first at 6.30pm, and the second at 8.30pm. The event will be designed to ensure that it adheres to all social distancing restrictions applicable at the time.

Table 1 below lists the speakers and their topics that form the *Raising the Bar Adelaide 2021* event.

**TABLE 1: RAISING THE BAR ADELAIDE PROGRAM**

Speakers	Topic	Time & Location
Sean Fewster & Daniel Panozzo	Education, entertainment and empathy – the Just Lawful project	6.30pm Alma Tavern 66 Magill Road, Norwood
Julian Schiller	Changes in mainstream media – sex, lies, but no videotape	8.30pm Alma Tavern 66 Magill Road, Norwood
Nick Muxlow	Get Run Fit – improve your running, finish with a smile	6.30pm Bath Hotel 232 The Parade, Norwood
Susan Knapp	Getting our kids on purpose-power that is changing the world!	8.30pm Bath Hotel 232 The Parade, Norwood

Ally Nitscke	Courageous conversations – why we keep avoiding those tough conversations	6.30pm Britannia Hotel 1 Kensington Road, Norwood
John Purl	Achieve success through wellbeing	8.30pm Britannia Hotel 1 Kensington Road, Norwood
Evangeline Mantzioris	The Mediterranean diet – much more than a dietary pattern	6.30pm The Colonist 44 The Parade, Norwood
Troye Wallett	Your inner voice is a 3 year old child – an approach to changing the stories we tell ourselves	8.30pm The Colonist 44 The Parade, Norwood
Trish Hansen & Alex Bruhn	Here we are – where to next?	6.30pm Cue Bar 144 The Parade, Norwood
Tasha Stanton	Seeing is believing: using perceptual trickery to treat pain	8.30pm Cue Bar 144 The Parade, Norwood
David Copley	Please don't fire me – I have a brain!	6.30pm Little Bang Brewery 25 Henry Street, Stepney
Bruce Thomas	Virtual reality: not science fiction but in our own backyard	8.30pm Little Bang Brewery 25 Henry Street, Stepney
David Pearson	Ending homelessness is possible	6.30pm The Maid 1 Magill Road, Stepney
Brad Chilcott	A future where women are free from men's violence and abuse	8.30pm The Maid 1 Magill Road, Stepney
Lainie Anderson	How South Australians won the right to die with dignity	6.30pm Maylands Hotel 67 Phillis Street, Maylands
Tammy Franks	A touchy subject – South Australia and sex work laws	8.30pm Maylands Hotel 67 Phillis Street, Maylands
Scott Zarcinas	Breaking through writers block	6.30pm Republic 120 Magill Road, Norwood
Nigel Rogasch	Zapping brains to boost memory	8.30pm Republic 120 Magill Road, Norwood
Kim Le	The dark side of gaming	6.30pm Robin Hood 315 Portrush Road, Norwood
Nicholas Procter	Making trauma informed the new norm	8.30pm Robin Hood 315 Portrush Road, Norwood

For the full program including speakers, lecture descriptions and to book free tickets to the event, visit the official Raising the Bar website at [www.rtbevent.com/adelaide](http://www.rtbevent.com/adelaide)

Marketing and promotions of the event will launch on 10 September 2021 and free registrations to the talks will also open on that day. The Council is committed to hosting a safe event and will therefore ensure that all social distancing and restrictions at the time will be managed and adhered to appropriately. The event is being promoted across a wide variety of channels including but not limited to, print, digital, outdoor, social media and via the speaker's and venue's communication channels.

Beyond promoting the event to the local community, *Raising the Bar Adelaide* will give the Council a platform to promote Adelaide on the world stage, and highlight the initiatives that are being delivered to support businesses during this challenging time.

It is proposed that the Committee allocates \$1,000 from the Advertising Budget to promote The Parade pubs that are participating in the *Raising the Bar Adelaide* event.

A copy of the *Raising the Bar Adelaide* postcard is contained in **Attachment B**.

## 1.2 SPRING SHOPPING DAY

On Saturday 16 October, the *Spring Shopping Day* will be held for businesses within The Parade Precinct, and those that are located along other key streets including Magill, Payneham and Kensington Roads, who wish to be involved.

The event will run from 9.00am to 5.00pm (or businesses current trading hours) and will include a program of events including all day offers and entertainment at various locations along The Parade. Whilst the event has traditionally had a fashion retail focus, all businesses have been invited to participate, as many offer complementary services to a shopping experience.

For those who will visit for the fashion, a 'donation station' will be organised, which will be located on The Parade, and will allow customers to drop-off their pre-loved clothes that can be worn again. All donations will be given to Op Shops within the City of Norwood Payneham & St Peters.

There are currently thirty-six (36) business offers that have been received, and these will be promoted a couple of days prior to the shopping day.

A copy of the *Spring Shopping Day* poster is contained in **Attachment C**.

## 1.3 EASTSIDE HAPPY HOUR LIVE & LOCAL SESSIONS

During the COVID-19 Pandemic, *BIEcreative* launched the '*Happy Hour Live*' Series, which aims to bring live music into the homes of many across the State through a live stream on Facebook. Building on this concept, the Council in partnership with *BIEcreative*, took the initiative "on the road" in the City of Norwood Payneham & St Peters. During August and September 2020, the Council sponsored four (4) events in an attempt to breathe life back into local venues in the Council area and provide musicians with the opportunity to perform again. Due to the success of the series, the Council has continued this initiative once a month on a Friday night from October 2020 through to August 2021.

The '*Happy Hour Live*' Series is a much-loved program and has received positive feedback from the venues that have hosted an event, the artists and the local community. All stakeholders have reviewed the program and whilst it has been a success overall, the decision has been made that this initiative has served its purpose and will not continue beyond October 2021.

To culminate the Series, the Council will host '*The Extended – Happy Hour Live*' event, which will feature five (5) performances from musicians who have participated in the Series. The artists include:

- Zkye & Damo;
- Mason Llyode;
- Billy Bob & Alice;
- Breezin; and
- The Cast.

The event will be held on Saturday 23 October 2021, from 4.00pm – 11.00pm at Lambrook Wines, located on Magill Road.

The event will be ticketed and includes unlimited wood oven pizza and paella from Wholly Belly and drink specials every hour. Tickets cost \$40 and can be purchased at [www.lambrook.com.au](http://www.lambrook.com.au). A copy of the poster is contained in **Attachment D**.

All of the performances in the Series are still available to be viewed on Facebook and on the Happy Hour Live website [www.happyhourlive.com.au](http://www.happyhourlive.com.au). The final event at Lambrook Wines will also be streamed live.

This event is a city-wide initiative and therefore no funds have been allocated from the 2021-2022 Parade Precinct Budget.

## **2. STRATEGY: MARKETING & COMMUNICATIONS**

### **2.1 EASTSIDE | DESIGN FOR LIVING PUBLICATION**

The City of Norwood Payneham & St Peters is recognised as a hub for creatives and is home to a vast amount of interior design, styling and homeware businesses. It is important, now more than ever to showcase this sector and its diverse offering. The Parade and Magill Road specifically, are known as destinations for homewares in the east. With a range of unique and quirky independent stores, the precincts attract those looking for something a little different for their home.

The *Eastside | Design for Living* publication is designed to promote the homeware and furniture businesses in the retail sector, with the aim to inspire customers to shop in the City. With many new housing developments in the Council area, including major projects such as Norwood Green and COMO on The Parade, there is a buyer's market and the opportunity to heavily promote 'shop local'.

This publication will be complete by October 2021 and will be distributed to participating businesses, be on display and be available for pickup at Display Centres, local real estate companies and the Council's Customer Service Centres, with the opportunity for wider distribution.

Marketing and promotion will coincide with the launch of the publication, which will be timely with the festive season and gift giving.

## **3. STRATEGY: IDENTITY & BRAND**

### **3.1 PARADE POST A PIC & WIN COMPETITION**

The Parade is South Australia's leading mainstreet, offering a diverse range of brands, products and services. To showcase the businesses and all that they have to offer, a 'Post a Pic & Win' Instagram competition ran for a week in July via The Parade Instagram account. The competition encouraged visitors to The Parade to post a photo or video at a business or on the street, via the Story function on Instagram. The user was required to tag 'The Parade, Norwood', so that the Council was notified of the post and then was able to share it to The Parade Instagram profile. Information on user-generated content and the benefits are discussed below.

User-generated content is any form of content, such as photos, text, audio, that has been posted by users on online platforms such as social media, accounts and other marketing channels. For many brands, Instagram is the primary platform for user-generated content. Users create and share posts featuring brands, exposing products and services to their audience. The majority of content that is shared on The Parade Instagram account is generated by the businesses, but what is more powerful is customers and visitors to The Parade sharing content, which boosts the credibility of The Parade.

Statistics show that consumers are 2.4 times more likely to view user-generated content as authentic compared to content created by brands. Whether it's a product, a service or an experience, consumers want to know what to expect before they order. For example, 30 percent of millennials would not go to a restaurant if the location's Instagram presence was unprofessional or non-existent. The main benefit of user-generated content is the impact on purchasing decisions, with nearly 80 percent of people saying that it has a high impact on their own behaviours.

The Instagram story function allows content to be live on a profile for 24 hours, and has the staying power if the content is saved to a 'Highlights' album, which remains on the profile, until removed. This allows people to view the user-generated content at any time and is a powerful marketing tool for the brand.

Users who participated in this initiative and adhered to the Terms and Conditions, had the opportunity to receive a \$30 voucher to a business of their choice on The Parade. Strictly one entry per person.

The competition artwork that was developed is timeless, making it easy to roll out week competitions again in the future.

### 3.2 MERCHANDISE

At its meeting held on 23 March 2021, the Committee brainstormed a list of merchandise items for Council Staff to investigate. A list of ten (10) items were presented to the Committee for a vote, and the two (2) most popular merchandise items were the double wine cooler bag and the environmentally friendly cutlery set. These items were purchased with the \$5,000 that was allocated as a part of the 2020-2021 budget.

In the *2021–2022 Norwood Parade Annual Business Plan*, a budget of \$1,000 has been allocated to purchase merchandise, and these funds have been spent on purchasing Parade branded face masks, which will be delivered in the month of October, ahead of the event and festive season.

A copy of the face mask design is contained in **Attachment E**.

### 3.3 CHRISTMAS DECORATIONS ALONG THE PARADE

As Committee Members may be aware, on 3 September 2021, Parkade Pty Ltd, Australasian Property Developments and the Department for Transport (DIT), commenced work at The Parade and George Street, Norwood intersection. The work will include alterations to the intersection, including dedicated right-hand turn lanes on The Parade to head north or south into George Street.

As a result of these works, the three (3) large illuminated Christmas trees that have been installed in the median strip on The Parade, outside the Norwood Town Hall, will not be able to be installed this Christmas season.

The 3 metre illuminated 3D LED Star, twenty (20) light pole decorations and twenty-eight (28) Christmas branded banners are still scheduled to be installed along The Parade, as well as the hanging decorations in the windows and the three (3) street trees that surround the Norwood Town Hall.

In addition to the Christmas decorations that have been installed along The Parade, the much-loved and anticipated *Festive Gallery on Osmond Terrace* will be on display for another year, with a combination of decorated Christmas trees and presents.

The Council's Coordinator, Youth Programs has worked closely with fourteen (14) local childcare and education institutions over the past two (2) months to prepare for the delivery of this initiative. The Council will install thirty-six (36) decorated wooden Christmas trees, sixty-nine (69) decorated presents, as well as the 'Merry Christmas' signage to complement the outdoor gallery.

Education institutes that are involved in this initiative include:

- Felixstow Community School;
- Felixstow World of Learning;
- Margaret Ives Community Children's Centre;
- Marryatville OSHC;
- McKellar Stewart Kindergarten;
- Norwood Primary School;
- Rosemont House Montessori Preschool;
- St Ignatius College Junior School;
- St Morris Community Child Care;
- Stepping Stone Marden Childcare & Early Learning;
- The Briars Special Early Learning Centre;
- The Learning Sanctuary Norwood Montessori;
- Treetops Early Learning Centre Stepney - Wattle House; and
- Trinity Gardens Primary School.

The *Festive Gallery on Osmond Terrace* will be available for the public to enjoy between Monday 22 November 2021 and Tuesday 4 January 2022. As part of this initiative, the community are invited to visit and walk through the display on Osmond Terrace taking in the creative sights before voting for their favourite Christmas tree and Christmas present in the People's Choice competition on The Council's Facebook page. There will be two (2) winners, the Christmas Tree that receives the greatest number of 'likes' and the Christmas Present that receives the greatest number of 'likes' by midday on Tuesday 4 January 2022, will win. The winning schools will each receive a \$250 voucher to Dillons Norwood Bookshop, plus \$500 donated to a charity of choice, thanks to the support from the Norwood Parade Precinct Committee.

### **3.4 AUGMENTED REALITY (AR) ON STREET CHRISTMAS ACTIVATION 2021**

For the second year in a row, the Council is collaborating with digital technology company, CreativiTek to bring a unique experience of Christmas to The Parade. With uncertainty still remaining as to whether children will be able to see Santa in person to have a photo with him this year, the Council has engaged CreativiTek to develop augmented reality animations to activate different locations along The Parade. Each location will be identifiable by a large footpath decal that will outline how to activate the animation and what characters will come to life. The information on the decal will also encourage people to tag their pictures to help promote the initiative and inspire people to visit The Parade and do the same.

Activations at eight (8) locations along The Parade will bring four (4) separate animations to life and will allow for photo opportunities with Santa, Santa and his reindeer, an elf and their snowman friend and three (3) snowmen (which are the same as last year). Last year's animations were activated a total of 440 times in a two (2) week period and because the animations that were developed in 2020 will be used, the cost will be reduced allowing a larger budget to promote and market the activity.

The dates that the AR will be available are yet to be determined but it will be a three (3) week period in the lead up to Christmas. Families will be encouraged to visit The Parade during this time to enjoy the floats, festive tree gallery as well as to shop, dine and experience all The Parade has to offer this Christmas.

Funds have been allocated from the Identity and Brand Budget to deliver this initiative, which includes four (4) animations available in eight (8) locations for three (3) weeks.

### **3.5 AUGMENTED REALITY CHRISTMAS COLOURING PAGE**

The Council will also collaborate with CreativiTek to deliver the Augmented Reality Christmas Colouring Page. This has been a successful activity utilised in the City of Geelong, with examples of how the initiative works coming from their use of the colouring pages. Economic Development Staff will work closely with the Council's Library Staff to determine a custom colouring page for children to engage with. Children will be able to colour in the artwork however they please and then use the same app used for the on-street Christmas activation to scan the artwork which will then come to life in the colours they used throughout the artwork. The characters in the artwork will perform a short (15-20 second) animation for the children to enjoy.

The colouring pages will be distributed to businesses along The Parade that receive a substantial volume of children such as restaurants and food outlets and children's stores. The Council libraries will also utilise the colouring pages as a great summer school holidays activity, especially when children will be able to utilise Council technology to activate the artwork if they don't have access to it themselves.

This initiative will be accessible for one (1) month and the start date will be determined by the Economic Development and Library Staff.

This event is a city-wide Christmas initiative and therefore no funds have been allocated from the 2021-2022 Parade Precinct Budget.



### 3.6 DIGITAL CHRISTMAS ADVENT CALENDAR 2021

Last year, the Council introduced a new initiative, which complements the existing Christmas activities and focused on promoting the businesses in the City. The idea has been drawn from a traditional advent calendar, which is a countdown of days in December leading up to Christmas Eve, with each day revealing the classic chocolate square similar to the traditional Advent Calendar. The *Christmas in NPSP* Advent Calendar has been designed to reveal several offers each day. It has been designed with the flexibility to accommodate all businesses in the City that have decided to be involved, and therefore includes a variety of offers that fit within the categories of Shop, Eat & Drink, Experience and Live.

In its inaugural year, the Council received fifty-two (52) deals from local businesses and in December 2020, the *Christmas in NPSP Advent Calendar* webpage was the most visited webpage on the Council's website.

Due to the success, both from a business participation and user perspective, the Council will deliver this initiative again this Christmas, with expressions of interest for business, opening in October 2021.

It is proposed that the Committee allocates \$2,000 from the Advertising Budget to promote this initiative.

## 4. STRATEGY: BUSINESS DEVELOPMENT

### NETWORKING

#### 4.1 END OF YEAR BUSINESS NETWORKING DRINKS

This year continues to be a challenge with constant changes to restrictions on events, but the Council is committed to providing an opportunity for business owners to network, and a chance to celebrate the business community. After re-scheduling and then cancelling the mid-year networking event, Council Staff have decided to host the end of year event at the same location that was arranged for the mid-year event, Adelaide Appliance Gallery.

The details of the event are as follows:

Date: Tuesday 30 November 2021

Time: 6.00pm – 8.00pm

Venue: Adelaide Appliance Gallery, 155 Payneham Road, St Peters.

Invitations to this event will be distributed to all businesses within the City in October 2021.

As you are aware, the *Mayor's Business Commendation Awards* will be presented at the networking event to the qualifying businesses who have reached the following milestones in the City of Norwood Payneham & St Peters:

- 10+ years Bronze Commendation
- 25+ years Silver Commendation
- 50+ years Gold Commendation
- 3+ generations Generational Family Business Commendation

The ten (10) businesses that submitted their application before 30 June 2021, will receive their award at the end of year networking event. All applications made from 1 July 2021 will receive their award at the 2022 mid-year networking event.

#### 4.2 BUSINESS WORKSHOPS

The '*Reflect. Refuel. Restart.*' series of events and workshops has been tailored to retailers, hospitality owners, fitness and wellness centres, start-up entrepreneurs, creatives and professional service businesses.

Since its last Committee meeting that was scheduled for 6 July 2021, the following events have taken place:

- From unknown to unforgettable; and
- Ready, set, grow.

A selection of recordings from past events and a list of the remaining speakers and their topics is available on the Council's website at [www.npsp.sa.gov.au/workshops](http://www.npsp.sa.gov.au/workshops)

The final two (2) workshops of the *Reflect. Refuel. Restart.* Series are:

- Practical solutions for improving workplace wellbeing; and
- How to stay in business: exploring better business models.

The '*Reflect. Refuel. Restart.*' series of events has and will continue to be promoted to all businesses within the Council area via targeted social and digital channels including electronic newsletters and printed collateral delivered to their door, plus posters and postcards visible and available for collection at all Council-run facilities.

A budget of \$6,000 has been allocated in the *2021-2022 Norwood Parade Annual Business Plan* to deliver business training and networking services to traders within The Parade Precinct.

For many years, Council Staff have worked with the Committee to deliver a business workshop program made up of four (4) events, which generally appeal to the majority of traders within the Precinct. This year, due to the COVID-19 Pandemic and the effects that it has had on the business community, Council Staff proposed to expand and rename the program to *Reflect. Refuel. Restart.* offering a total of eleven (11) events delivered over a twelve (12) month period. The intent was driven by the understanding and feedback received that business owners were seeking and appreciating additional assistance during this challenging time.

Expanding the program allowed for a wider variety of topics and the opportunity for more specialist presenters. Surprisingly, in the past twelve (12) months, there has been a slight reduction in business sign ups overall, and the cancellations/no-shows, at a rate that has not been seen in the past. This has been extremely disappointing, but a trend that has been observed by other councils and organisations that deliver these types of events. The feedback from those that have attended have found the sessions to be extremely valuable.

For the 2022 calendar year, it is proposed that the program be structured around an 'expression of interest' method. The program will be promoted to all businesses within the precinct and there will be 20 x \$250 'vouchers' available to put towards a business advisory, marketing or support service, which is agreed upon by the Council (i.e. Council Staff) and the business owner. The benefit of this method is that it is targeted, it is assisting businesses that are seeking help and have the drive and commitment to participate. If the Council receives expressions of interest with similar topics, there will be the flexibility and opportunity to run group workshops. Adopting this method will also ensure that businesses that enrol are committed to participating and attending.

Developing an 'expression of interest' business development program is the recommended option for the delivery of training in 2022. It is therefore proposed that the Committee allocates \$5,000 to the initiative from the 2021-2022 Business Development Budget. A review will be undertaken at the end of June 2022 to determine the success.

It should be noted that whilst this model may be adopted, it does not preclude events and workshops to be scheduled during the year should staff identify a need or an interest from the business community.

## RECOMMENDATION

1. That the status of the 2021-2022 Annual Business Plan Budget contained in Attachment A, be received and noted.
2. That the allocation of \$1,000 from the Advertising Budget to promote Raising the Bar Adelaide, be endorsed.
3. That the allocation of \$2,000 from the Advertising Budget to promote the Digital Christmas Advent Calendar, be endorsed.
4. That the allocation of \$5,000 from the Business Development Budget to deliver targeted business support and training, be endorsed.

*Cr Dottore moved:*

1. *That the status of the 2021-2022 Annual Business Plan Budget contained in Attachment A, be received and noted.*
2. *That the allocation of \$1,000 from the Advertising Budget to promote Raising the Bar Adelaide, be endorsed.*
3. *That the allocation of \$2,000 from the Advertising Budget to promote the Digital Christmas Advent Calendar, be endorsed.*
4. *That the allocation of \$5,000 from the Business Development Budget to deliver targeted business support and training, be endorsed.*

*Seconded by Cr Callisto and carried unanimously.*

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## 4.2 SPENDMAPP DATA UPDATE

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**REPORT AUTHOR:** Economic Development & Strategic Projects Officer  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4512  
**FILE REFERENCE:** qA69610  
**ATTACHMENTS:** A

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### PURPOSE OF REPORT

The purpose of this report is to update the *Norwood Parade Precinct Committee* on the most recent expenditure and purchase trends within the City of Norwood Payneham & St Peters using *Spendmapp* data.

### BACKGROUND

The Council purchased the *Spendmapp* tool in August 2020 and has recently renewed its subscription until September 2022. The original 24 months of historical expenditure data throughout the City of Norwood Payneham & St Peters will continue to be accessible, meaning transaction data is available from July 2018.

The *Spendmapp* application provides an accurate and detailed picture of expenditure and purchase activity in, to and from a region. It does this by taking real banking transaction data (EFTPOS and credit/debit) and transforming it to create a comprehensive representation of the City's economy, taking into account a cash component which is informed by a survey conducted by the Reserve Bank of Australia (RBA). The process also ensures that "outlier" transactions do not skew the data and seeks to maintain the privacy of merchants and cardholders by applying a degree of randomisation when there are small transaction volumes. This transformation ensures that *Spendmapp* is detailed, trustworthy, and most importantly, safe. There is however, an approximate two (2) to three (3) month lag in accurate data becoming available in the application. To compensate, the application provides predicted figures based on trends.

### FINANCIAL AND BUDGET IMPLICATIONS

The Council purchased the *Spendmapp* application in August 2020, as a tool to assist in understanding the impacts of the COVID-19 Pandemic and associated restrictions and to identify opportunities for targeting the marketing and promotion that is undertaken for various business sectors. The licence is for a period of twelve (12) months and has recently been renewed.

### COVID-19 IMPLICATIONS

*Spendmapp* is a useful tool for the purposes of understanding people's spending behaviour, especially pre, during and post (in terms of restrictions easing) the COVID-19 Pandemic. The data demonstrates how people have reacted and responded financially to the economic conditions that have been continually changing as a result of the Pandemic and facilitates a better understanding of these behaviours to allow decisions to be made accordingly.

### DISCUSSION

The *Spendmapp* data released post August 2020, has been extremely positive across the City as expenditure and transaction numbers have increased. A series of graphs and tables exported from *Spendmapp*, help showcase these increases in expenditure and transactions. It is interesting to note that much of this data also reflects an improved economic position in expenditure and transaction numbers to what was recorded prior to the Pandemic. All graphs and tables are presented in a larger scale in **Attachment A**.

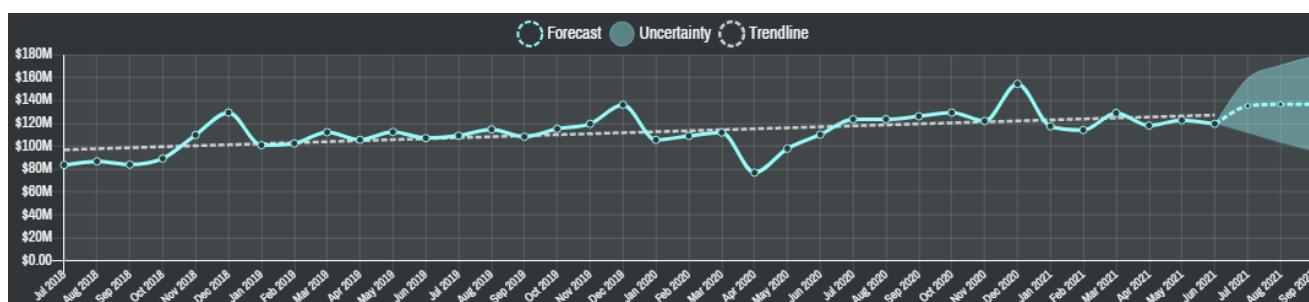
## Total Expenditure

As illustrated in Graph 1 below, the Total Expenditure in the City of Norwood Payneham & St Peters has continued to steadily increase, notwithstanding an obvious decline when the COVID-19 Pandemic began in Australia in March/April of 2020. However, the spike in the graph in December 2020, indicates a very successful Christmas and New Year's period for businesses within the City of Norwood Payneham & St Peters. Interestingly, December 2020 has been the most successful month of the expenditure time series (July 2018 – June 2021), far exceeding both December 2018 and December 2019.

The forecast is for a slight decline before expenditure again rises through the second half of 2021. In summary, the overall trend line (white dotted line) indicates continual growth in total expenditure.

### GRAPH 1: EXPENDITURE TIME SERIES

(JULY 2018 – JUNE 2021 WITH PREDICTED TREND UNTIL SEPTEMBER 2021)



Another *Spendmapp* data set that illustrates the positive nature of expenditure in the City is shown in Table 1 below. This breaks the expenditure into five (5) overarching categories. Three (3) of these are referred to in Table 1:

- **Total Local Spend** which refers to all spend (Resident and Visitor Local Spend, including international visitor spends) in the region at local merchants;
- **Resident Local Spend** which refers to expenditure by cardholders and businesses located in the region spending at merchants also located in the region; and
- **Visitor Local Spend** which refers to expenditure by cardholders and businesses located outside the region and spend at merchants located inside the region, representing the amount of external demand met by local supply.

**TABLE 1: YEAR-ON-YEAR CHANGES TO CERTAIN EXPENDITURE CATEGORIES  
(APRIL 2020 COMPARED TO APRIL 2021)**

Expenditure Type	APRIL 2020	APRIL 2021	Change
Total Local Spend	\$77M	\$118M	53.43%
Resident Local Spend	\$18.7M	\$24.1M	29.27%
Visitor Local Spend	\$58.3M	\$94M	61.15%

The remaining two (2) categories of expenditure are referred to in Table 2 and these are:

- **Resident Escape Spend** which refers to spend based on cardholders and businesses based in the region, spending outside of the region. This is useful for capturing and recognising the amount of local demand that is not adequately served by local supply; and
- **Resident Online Spend** which refers to the spend by local cardholders and businesses on online goods and services. As supply chains globalise and the cost of online shopping and e-commerce decreases, this figure is already forming a significant part of local expenditure and is likely to keep rising. The biggest challenge for the businesses in the City of Norwood Payneham & St Peters is to try and capture some of this spend.

The reason why these two (2) categories have been separated from the other three (3) categories is to highlight the Escape and Online spend and to be able to compare the current figures to the pre-COVID figures to better understand if COVID-19 has changed the way that people shop and spend their money. The data shows that in March 2021 the expenditure in these categories, compared to March 2020, is substantially higher. There are a number of possible reasons for this. At the start of the COVID-19 Pandemic, people were not spending at all, or if they were spending, they were not doing it outside of what may be considered 'local' and / or buyers were hesitant to buy online due to overseas shipping dates being lengthy periods of time and the concerns regarding the risk of contracting COVID-19. However, when comparing the April 2021 data to April 2019, the expenditure in Escape and Online spending, appears to be very similar. This indicates that people who live in the City of Norwood Payneham & St Peters are once again confident to move outside of the Council area to make purchases or do this online. Whilst this is not necessarily a positive for businesses in the Council area, it does reflect a confidence in buyers that was seen pre-Pandemic.

What is positive from analysing this data, is that a trend towards online shopping has not occurred as a result of the COVID-19 Pandemic. The Council has been trying to take advantage of this confidence through a number of events and initiatives such as the 'Book a Holiday – Win a Holiday' competition on The Parade, Eastside Happy Hour Series, Food Secrets at the Green, Concerts in the Park Series and a number of events and initiatives that have been scheduled for the second half of 2021.

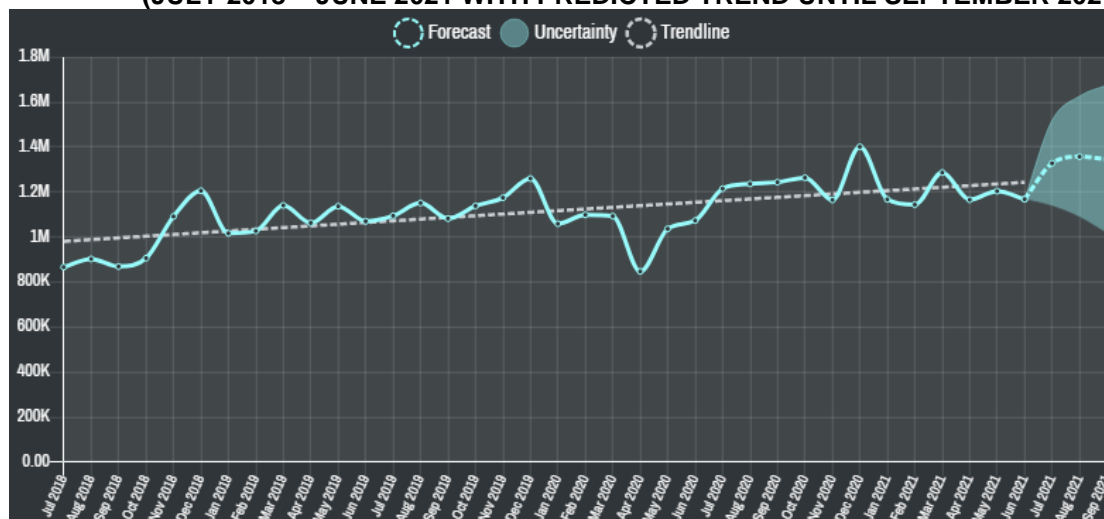
**TABLE 2: YEAR-ON-YEAR CHANGES TO CERTAIN EXPENDITURE CATEGORIES  
 (MARCH 2019 COMPARED TO MARCH 2021)**

Expenditure Type	March 2019	March 2021
Resident Escape Spend	\$41.9M	\$47M
Resident Online Spend	\$27.2M	\$31.4M

**Transactions**

Similarly, the number of transactions made throughout the City has followed the same trend as expenditure, as highlighted in Graph 2 below (and in the enlarged version contained in **Attachment A**). This is to be expected given that the increase in expenditure in the City is not as a result of an increase in the average value per individual transaction, but instead is as a result of more individual transactions.

**GRAPH 2: TRANSACTIONS PER MONTH  
 (JULY 2018 – JUNE 2021 WITH PREDICTED TREND UNTIL SEPTEMBER 2021)**





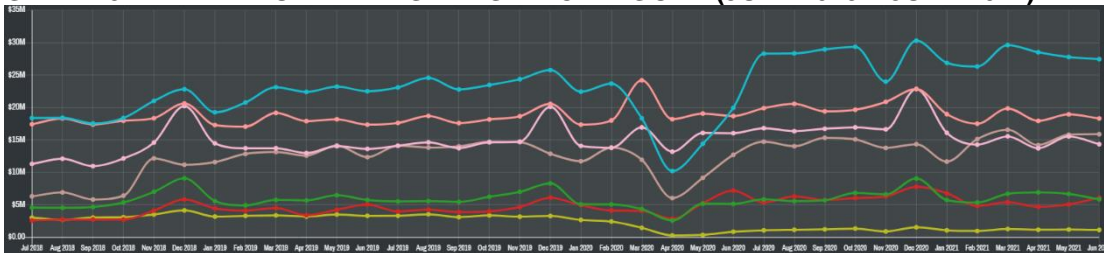
The ability to break down expenditure by industry sectors is also a great tool within *Spendmapp*. The following industry sectors and their representative colours are shown in Graph 3 below (and in the enlarged version contained in **Attachment A**):

- Dining & Entertainment (Blue);
- Grocery Stores & Supermarkets (Salmon);
- Specialised & Luxury Goods (Light Purple);
- Professional Services (Brown);
- Department Stores & Clothing (Green);
- Furniture & Other Household Goods (Red); and
- Travel (Yellow).

The visible decline in all of these sectors in March and April of 2020, shows that the COVID-19 Pandemic severely impacted upon expenditure in all sectors, except for 'Grocery Stores & Supermarkets' which increased as a result of 'panic buying'. The positive following the declines in almost all sectors, is that six (6) out of the seven (7) sectors highlighted in Graph 3, rebounded quickly and have even begun to see more transactions than pre-Pandemic.

Unfortunately and as expected, this is not the case for the 'Travel' sector, which continues to be severely hindered by the lack of international travel and even the uncertainty surrounding interstate borders within Australia. It is for this reason that the Norwood Parade Precinct Committee (NPPC) endorsed to allocate a budget to run a competition specifically for the four (4) travel agencies located along The Parade. The purpose of this competition was to encourage people to book a holiday with one of the travel agencies for a chance to win a \$1,000 travel voucher. With the competition running for four (4) weeks and having four (4) weekly winners, sixteen (16) \$1,000 vouchers were given away as prizes. With the prizes being extremely enticing, the travel agencies noted the competition as a success and were extremely grateful for the support during what has been a difficult time for them.

**GRAPH 3: EXPENDITURE TIME SERIES BY CATEGORY (JULY 2018 – JUNE 2021)**



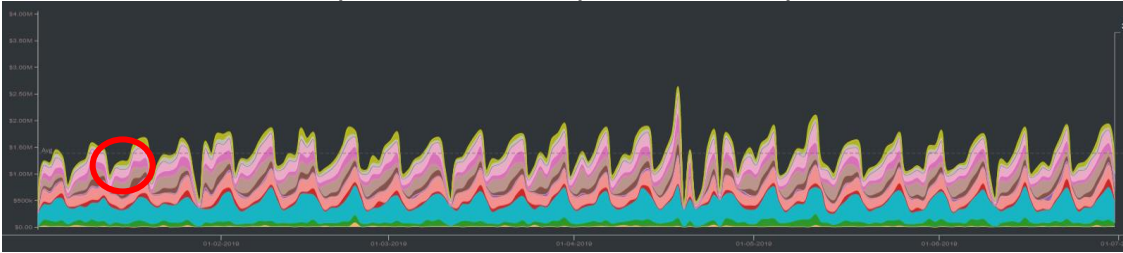
## Event Analysis

Having provided a high level overview of expenditure patterns and transaction numbers throughout the City, it is worthwhile using the data to highlight the impact that a number of Parade based events have had on expenditure.

### Tour Down Under 2019 & 2020

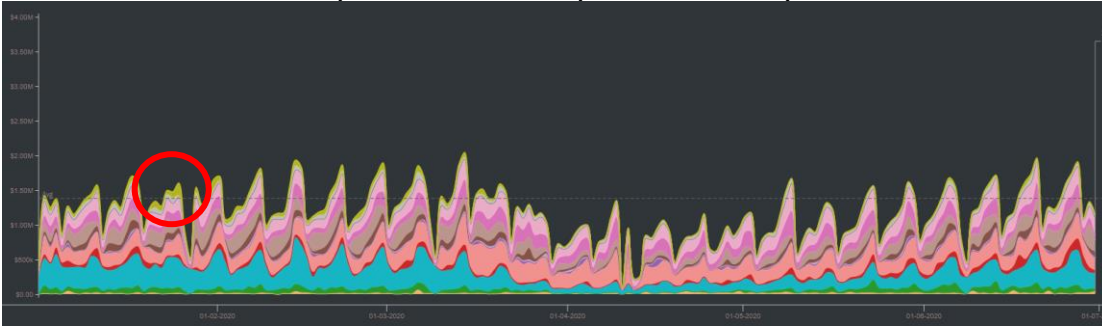
The Tour Down Under Street Party and Stage Start are large State, National and International events and are seen as great opportunities to promote the Council area and more specifically, The Parade, especially with regards to increasing expenditure in the 'Dining & Entertainment' category. The circle on Graph 4, below, indicates the time that the 2019 Tour Down Under Street Party and Stage Start occurred. Looking at the expenditure during this period there is no significant spike in the graph, however a key reason for this is likely to be that the Street Party was held on a Monday night and the Stage Start was held mid-morning on a Wednesday. These days of the week make it difficult to attract large visitation.

**GRAPH 4: EXPENDITURE (ALL CATEGORIES) IN NORWOOD (JANUARY 2019 – JUNE 2019)**



In 2020 the Street Party was held on a Thursday night and the Stage Start was mid-morning on the Friday. Graph 5, below, indicates more expenditure in all categories in Norwood during this period, which emphasises the role that the day of the week plays with regards to attracting visitation and encouraging spending.

**GRAPH 5: EXPENDITURE (ALL CATEGORIES) IN NORWOOD (JANUARY 2020 – JUNE 2020)**



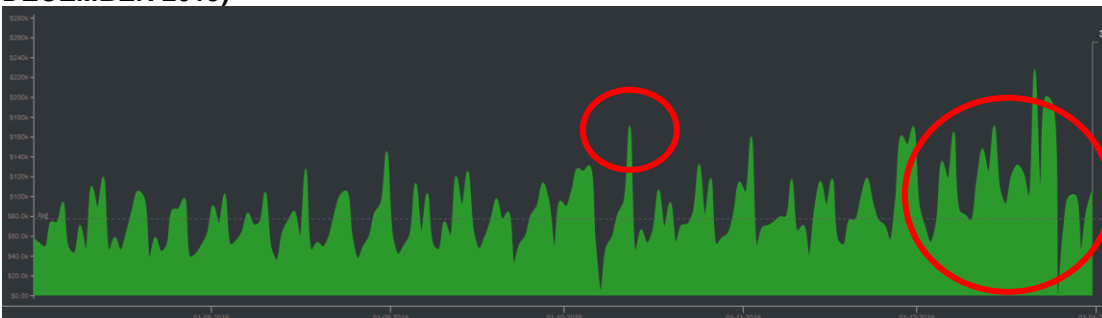
Notwithstanding this, the reason for these types of events is to:

- (a) Provide the community with alternative entertainment options; and
- (b) Use these events to promote The Parade as a destination, with longer term financial benefits.

A Day of Fashion 2019 & VIP Shopping Day 2020

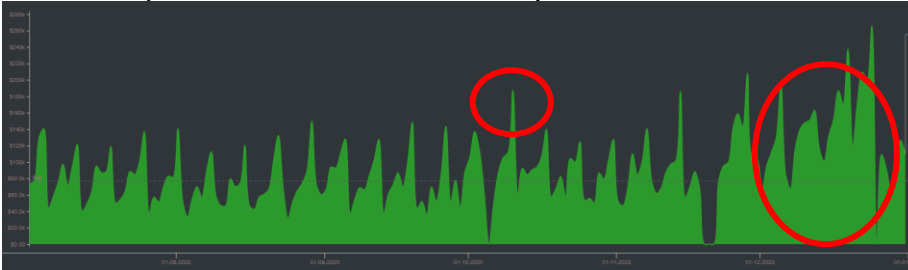
The way in which the fashion event has been delivered has changed slightly year-after-year following the Adelaide Fashion Festival leaving Norwood. Notwithstanding this, the events that have been run in 2019 and 2020 have had a positive impact for the fashion businesses along The Parade. Graph 6, below, highlights the impact that the 2019 *A Day of Fashion* event had on expenditure in the 'Department Stores & Clothing' category. The small red circle indicates a clear spike in expenditure and even shows that this day resulted in expenditure similar to numbers seen at Christmas time a couple of months later (large red circle).

**GRAPH 6: EXPENDITURE (DEPARTMENT STORES & CLOTHING) IN NORWOOD (JULY 2019 – DECEMBER 2019)**



Similarly, Graph 7, below, indicates that the *VIP Shopping Day & Sidewalk Sale* held in 2020, follows the same trend whereby the event causes a spike in expenditure, again similar to the Christmas period of the same year.

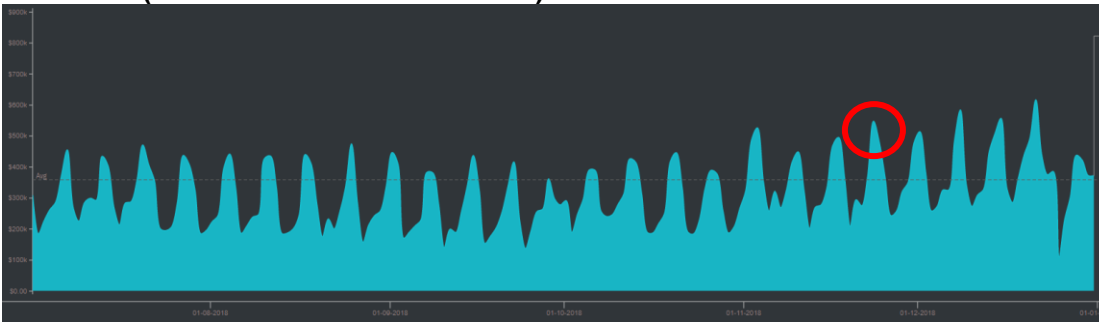
**GRAPH 7: EXPENDITURE (DEPARTMENT STORES & CLOTHING) IN NORWOOD  
 (JULY 2020 – DECEMBER 2020)**



Christmas Pageant 2018 & 2019

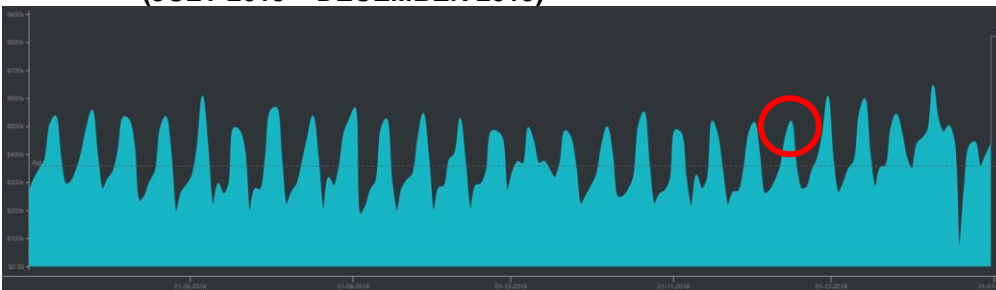
The annual Christmas Pageant has continued to grow before being cancelled in 2020 due to the COVID-19 Pandemic and given its strong Parade focus, it is worthwhile assessing the impact of large visitation on the 'Dining & Entertainment' category. Whilst the biggest challenge for the Council has been finding ways to keep families and attendees on The Parade once the pageant is completed, to either enjoy a lunch or get a coffee. The common trend has generally been a mass exodus following the conclusion of the Pageant. Interestingly, whilst a number of Parade businesses have indicated that Pageant day is a slow trading day, Graph 8, below, indicates a small spike on the day of the 2018 pageant.

**GRAPH 8: EXPENDITURE (DINING & ENTERTAINMENT) IN NORWOOD  
 (JULY 2018 – DECEMBER 2018)**



The 2019 pageant didn't result in as big of a spike in the 'Dining & Entertainment' category, instead Graph 9, below, indicates consistent Saturday expenditure. The challenge is for the Council to determine ways to retain pageant attendees and encourage them to spend. This could be done in various ways such as getting offers from food and drink businesses, social media promotion and more activities in the Precinct following the Pageant.

**GRAPH 9: EXPENDITURE (DINING & ENTERTAINMENT) IN NORWOOD  
 (JULY 2019 – DECEMBER 2019)**



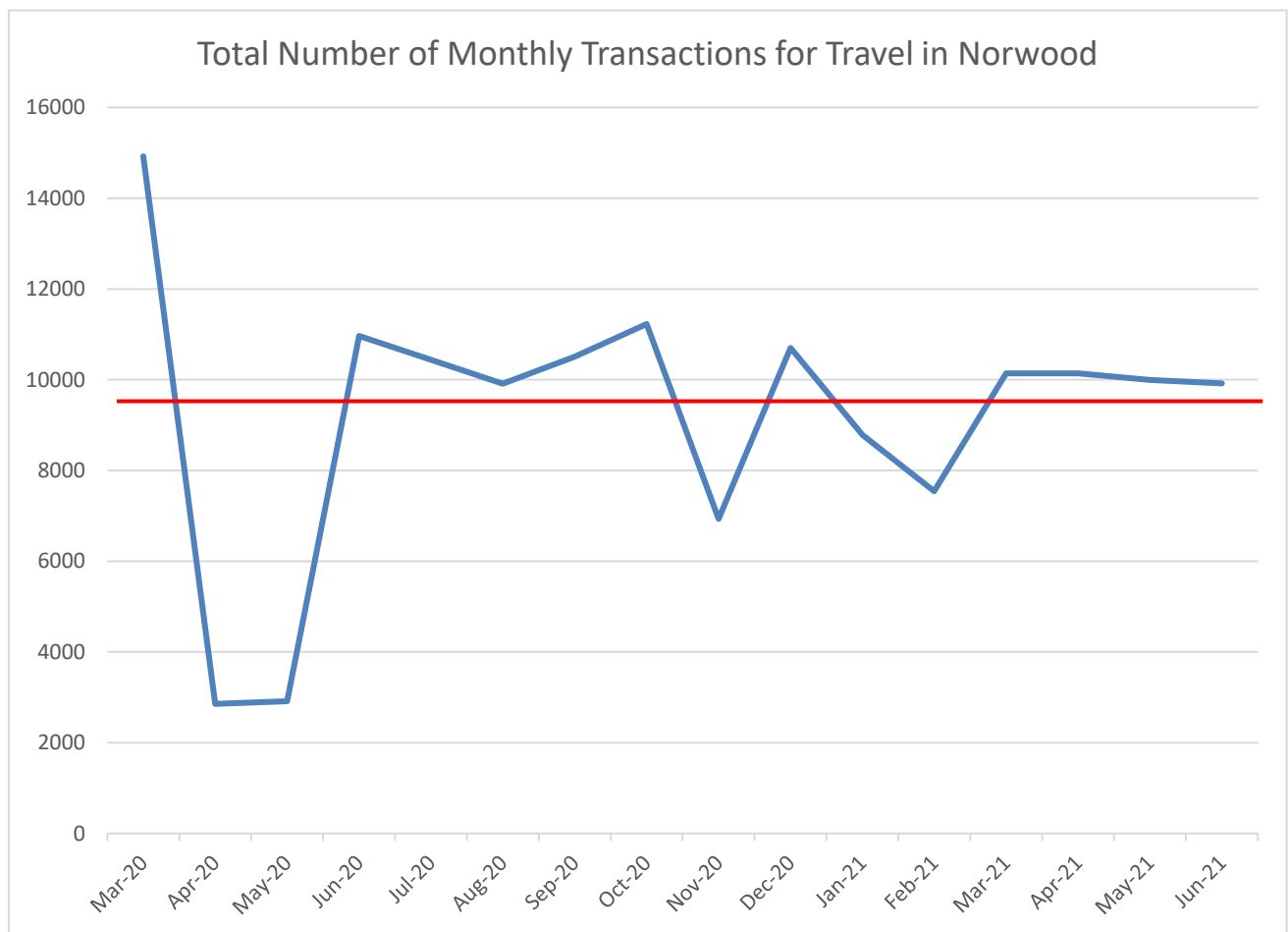
### Book a Holiday – Win a Holiday

The Norwood Parade Committee at its meeting held 23 March 2021, endorsed:

2. *That the allocation of \$22,000 from the Marketing & Communications 2020-2021 budget to deliver the 'Mini-Competition, Massive Prizes' initiative to support the travel agencies on The Parade, be endorsed.*

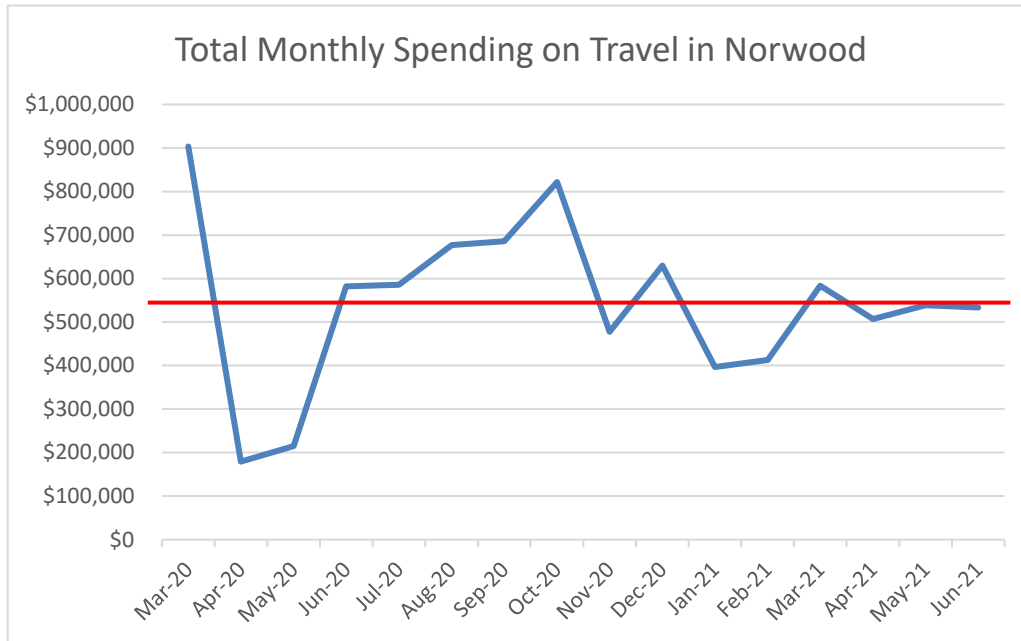
Subsequently this competition was re-badged as the *Book a Holiday – Win a Holiday* competition which ran from 10 May – 7 June 2021. Graph 10, below, depicts the total number of transaction for 'Travel' in Norwood per month from March 2020 through until June 2021. The red line shows a comparison for the number of transactions that occurred for the duration of the competition (9413 transactions). Whilst the competition entries weren't necessarily reflective of the transaction numbers, it could be understood that the competition brought in the additional transactions that ensure the monthly transactions for 'Travel' remained steady, avoiding a significant decline as can be seen in earlier months, especially given strict border restrictions within Australia started to come into effect during the competition.

**GRAPH 10: TOTAL NUMBER OF MONTHLY TRANSACTIONS FOR 'TRAVEL' IN NORWOOD (MARCH 2020 – JUNE 2021 WITH RED LINE INDICATING TOTAL TRANSACTIONS FROM 10 MAY – 7 JUNE 2021)**



Similarly, Graph 11, below, depicts the total expenditure per month on 'Travel' in Norwood from March 2020 through until June 2021. The red line again shows the comparison in expenditure for the duration of the competition (\$538,810.00). Again it appears as though the competition was able to provide a steady expenditure period for the 'Travel' industry sector recognising that restrictions and lockdowns did also impact the sector during that time.

**GRAPH 11: EXPENDITURE FOR 'TRAVEL' IN NORWOOD (MARCH 2020 – JUNE 2021 WITH RED LINE INDICATING TOTAL EXPENDITURE FROM 10 MAY – 7 JUNE 2021)**



It should be noted that not all events are implemented with the primary objective of achieving economic benefit, some events are delivered by the Council with social and cultural objectives.

## OPTIONS

Nil.

## CONCLUSION

The ten (10) months of data released on the *Spendmapp* application since the last presentation to the Committee, has shown some extremely positive for the City. The data demonstrates that consumer confidence has returned and has resulted in increases in expenditure and transaction numbers. Whilst the majority of the key industry sectors within the City have rebounded well from the peak of the COVID-19 Pandemic, the data has reinforced that there are a few sectors that are continuing to feel the impacts of the Pandemic.

The event analysis provides a useful visual guide as to how certain sectors benefit from a Council run event.

All of this information will assist the Council to continue making decisions on direct assistance, initiatives and events accordingly.

## COMMENTS

The data highlighted in this report and presented to the Committee provides a high level overview of a number of different applications of the *Spendmapp* tool, which will help to support the Council's decision making in the future.

## RECOMMENDATION

That the report be received and noted.

*Cr Whittington moved:*

*That the report be received and noted.*

*Seconded by Mr Terry Dalkos and carried unanimously.*



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### 4.3 NORWOOD PARADE PRECINCT SHOPPING COMPETITION PROPOSAL 2021-2022

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**REPORT AUTHOR:** Economic Development & Strategic Projects Officer  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4512  
**FILE REFERENCE:** qA69610  
**ATTACHMENTS:** A

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#### PURPOSE OF REPORT

The purpose of this report is to present to the *Norwood Parade Precinct Committee*, options for an annual shopping competition within The Parade Precinct to be held during the 2021-2022 financial year.

#### BACKGROUND

Each financial year, a shopping competition is conducted within The Parade Precinct to encourage visitors to shop, dine and experience all that The Parade businesses have to offer. Previous Parade Precinct shopping competitions have included:

- Book a Holiday – Win a Holiday (2020-2021);
- Rediscover The Parade - Shop to Win (2019-2020);
- Summer in Sorrento (2018-2019);
- Caroma Bathroom Makeover (2017-2018); and
- Parade to Paris (2016-2017).

The competitions have offered varying prizes, including holidays, home improvements, vouchers to businesses on The Parade and travel vouchers. The method of gaining an entry into the competitions has been based on the need to make a purchase equal to or above a certain value, often with any Parade Precinct business (although in some instances targeted businesses are where the purchase needs to occur). This encourages spending within The Parade Precinct.

The most recent competition, *Book a Holiday – Win a Holiday*, was an exception in that this competition was specifically targeted at providing support for the four (4) travel agencies located within The Parade Precinct. To enter this competition, shoppers were required to spend a minimum of \$200 at one (1) of the four (4) travel agencies on The Parade, customers were then eligible to enter a weekly draw for a chance to win a \$1,000 voucher to that travel agent. This competition was conducted to provide direct stimulation to a sector severely impacted by the COVID-19 Pandemic.

Previous competitions have been designed to encourage additional spending on The Parade to try and stimulate the local economy. Continuing to provide an annual competition will be beneficial to The Parade businesses and more generally the wider economy and business community.

#### FINANCIAL AND BUDGET IMPLICATIONS

The annual competitions have often required a significant financial investment, both in terms of marketing and promotion and accessing the various competition prizes. In the 2021-2022 Annual Budget, \$35,000 has been allocated to promote this year's competition.

#### COVID-19 IMPLICATIONS

The ever present COVID-19 threat remains in Australia and whilst South Australia has, to date, positioned itself well in comparison to other states, encouraging the community to visit and spend time in public places is continuing to be challenging. However, as the Country approaches vaccination milestones, confidence is slowly returning and opportunities are existing to capitalise on consumer spending and desires to visit brick & mortar stores.

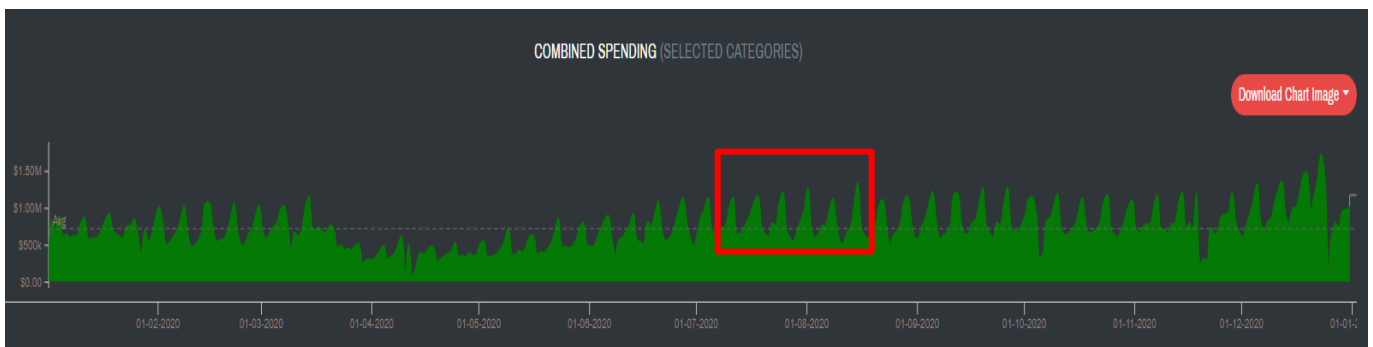
## DISCUSSION

The annual shopping competition provides a great opportunity for the Council to work with local businesses to facilitate a prize offering that is likely to appeal to the majority of the community. The purpose of the shopping competition is to entice the community to shop and spend money with businesses located within The Parade Precinct, in order to gain an entry into the competition for a chance to win an amazing prize.

Based on the information contained in Graphs 1 and 2, below, it appears that the annual shopping competition has delivered an increase in spending in key business sectors. The graphs are based on expenditure data taken from *Spendmapp*. Larger versions of these graphs can be viewed in **Attachment A**.

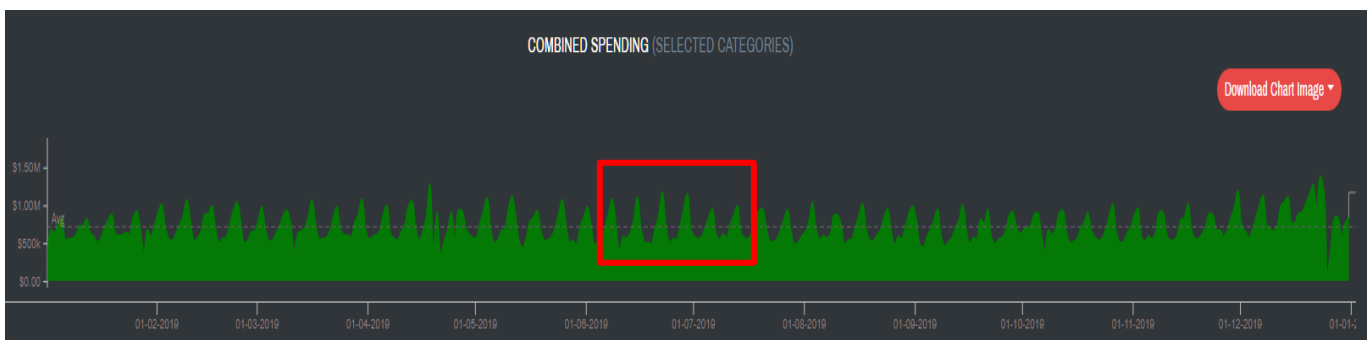
Graph 1, below, is the combined expenditure in the categories of 'Department Stores & Clothing', 'Dining & Entertainment', 'Furniture & Other Household Goods' and 'Grocery Stores & Supermarkets'. The red box indicates the period of the *Shop to Win* competition held from 6 July until 17 August 2020.

### GRAPH 1. COMBINED EXPENDITURE IN 4 KEY BUSINESS SECTORS IN NORWOOD FROM 1 JANUARY 2020 TO 31 DECEMBER 2020



Graph 2, below, is the combined expenditure in the same business categories and the red box indicates the period of the *Summer in Sorrento* competition held from 5 June until 17 July 2019.

### GRAPH 2. COMBINED EXPENDITURE IN 4 KEY BUSINESS SECTORS IN NORWOOD FROM 1 JANUARY 2019 TO 31 DECEMBER 2019



### Competition Timing

The timing of the annual competition is important and is ultimately determined by the objective of the competition. For example, it is likely that if the Committee proposes to run the competition in 2021, the time needed to organise, promote and run a competition would mean that the competition will be run around the Christmas period. This is not recommended as The Parade Precinct is already busy in the lead up to Christmas and is likely to receive increased patronage during this period anyway (as highlighted by the *Spendmapp* data). It is therefore better to utilise the competition to attract spending during periods which are slower and generally would not experience as high a rate of consumer spending.

There will be a great opportunity to capitalise on community confidence as vaccination targets are achieved and the State and Country begins to emerge from the impact of COVID-19, with an annual competition held early in 2022 (some time from February to April). During this period, the weather conditions are also likely to be favourable and entice people to spend time (and money) within The Precinct. There is generally a 'lull' period in expenditure after the Christmas and New Year period and once school returns for the New Year. This presents an opportunity to try and sustain strong expenditure for a longer period into the start of the year.

The other alternative is to follow on from previous competitions and aim for the middle portion of the 2022 year (i.e. May / June / July). Weather conditions and general interest from the community to be outside and shopping during this part of the year is challenging and this period of time is acknowledged as being a 'quieter' patron period within The Parade Precinct. Therefore the benefit of having the competition in this period would be to boost expenditure and launch the business community into the second half of the year. The risk is that the competition may not be enough to entice people to the Precinct to spend money.

### Competition Options

#### **1. Engage with local car dealership (i.e. Jarvis Ford (Portrush Road), about potentially having a car as the competition prize).**

On 2 July 2021, the Council's Economic Development Staff made contact with Jarvis Group of Companies who own Jarvis Ford located at 190 Portrush Road, Trinity Gardens. The initial contact was made to enquire about the possibility of a car being offered as a major prize as part of a shopping competition and given there is no car dealership on The Parade, this business is the next closest. A response was received on 6 July 2021, outlining that whilst they generally would only consider donations for not-for-profit organisations, they do support local communities and organisations and asked for a proposal to be put to them outlining the commercial benefit for the dealership to participate in the competition, in order for them to consider the proposal.

If this is to be the preferred option of the *Norwood Parade Precinct Committee*, a proposal will be prepared and sent to Jarvis Group of Companies. In addition to the commercial benefits, the proposal would generally contain the following information with the aim of trying to secure a car as the competition prize:

- Location of the car: Contact would be made with the owner of Parade Central to discuss the option of showcasing the vehicle inside Parade Central. This would ensure the car is secure and under surveillance.
- Running of the competition: Much like how previous competitions have been operated, a purchase with any Parade Precinct business of or above a designated value will be needed to gain an entry into the competition. The competition would run for approximately 6-8 weeks with a winner to be drawn in front of a Justice of the Peace at the conclusion of the competition. Businesses within The Parade Precinct would be provided with print and digital collateral and would be urged to promote the competition to customers as much as possible, benefitting the business with more spending in store to gain more entries. A further incentive could be offered to the business who receives the most entries. Flyers with a unique code on them will be created and provided to businesses who then must give this to the customer for them to use to enter the competition. This will ensure only one (1) entry occurs per applicable in store purchase.
- Benefits to the dealership: The dealership will receive significant exposure through various forms of marketing including:

- Social media
    - Facebook
    - Instagram
  - Print media
    - On-street posters
    - Competition postcards
    - Media releases
  - Digital media
    - Council website
    - Parade website
    - Digital ad board (Kent Town)
  - Other
    - Radio ads
    - Influencers
- Competition name and branding: A suitable name would need to be assigned to the competition, possibly aligning with the type of car (i.e. Focus on The Parade, The Parade Focus, Puma on The Parade).
- Cost contribution options: There are a number of different funding options that can be provided to the dealership to try and make the partnership with them more appealing and these options are:
- Ask for the full cost of the car to be a donation from the dealership;
  - 50/50 split between the dealership and the *Norwood Parade Precinct Committee*;
  - 50/50 split between the dealership and the *Norwood Parade Precinct Committee*, with possible contributions from businesses to offset the Committee's contribution; or
  - The *Norwood Parade Precinct Committee* pays the full cost of the car, however this would far exceed any allocated budget for an annual competition.

Should discussions with Jarvis Group of Companies fail, then Staff intend to approach other car dealerships in and around the Council area. The preferred option and that which would initially be presented to all of the car dealerships within the Council area, is for the car to be donated in exchange for significant marketing and promotion.

**2. Hold a 'Shop to Win' competition with winners to receive a budget that can be used to purchase vouchers with Parade Precinct businesses.**

This competition option would function in a similar manner to the previous *Shop to Win* competition. To gain an entry into the competition, a person would need to spend a certain amount or more in one transaction, keep their receipt as proof of purchase and enter online. A purchase could be made with any Parade Precinct business and an incentive could be offered to ensure businesses promote the competition and have a prize for the business with the most entries. A certain number of winners will be determined and each winner will be allocated a prize budget (i.e. \$5000 for 1<sup>st</sup>, \$3000 for 2<sup>nd</sup>). The winner will then be able to use this budget to select vouchers (up to a maximum value) for businesses within The Parade Precinct. These vouchers would then be collected, bundled and provide to the winners in one go. This competition allows for there to be multiple winners and these winners are then made to re-engage with Parade Precinct businesses through the allocation of vouchers which result in an additional transaction for selected businesses.

**3. Engage with a business based within The Parade Precinct to determine a prize for the competition.**

With many of the previous annual competitions, a Parade Precinct business has been the provider of the major prize, for example:

- Parade to Paris = Parade Central sponsored this prize;
- Caroma Bathroom Makeover = Caroma;
- Summer in Sorrento = Flight Centre;
- Shop to Win = Vouchers to any Parade Precinct business (funded by the Committee); and
- Book a Holiday – Win a Holiday = Four (4) travel agents within The Parade Precinct (funded by the Committee).

This competition option would involve engaging with a Parade Precinct business to establish if they would be willing to participate and offer a major prize. A proposal would be prepared and would be similar to that outlined in Option 1 for the car in that the benefits for the business would need to be highlighted significantly. Options for businesses to contact include Bang & Olufsen (with the concept of offering a home entertainment fitout) or the Mac Centre (offering a brand new apple product with setup and servicing packages included).

#### 4. Other competition option.

If none of the above three (3) competition options appeal to the *Norwood Parade Precinct Committee*, other concepts can be discussed.

### OPTIONS

The *Norwood Parade Precinct Committee* has a number of options available to it with regards to an annual shopping competition as part of the 2021-2022 Norwood Parade Precinct Annual Business Plan.

The Committee has three (3) options available to it with regards to the timing of the annual shopping competition and these are:

- Before the conclusion of 2021, however this is **not the preferred** option;
- Early in 2022 (sometime from February to April), this is the **preferred** option; or
- During the middle months of 2022, however this is **not the preferred** option.

The Committee has four (4) options available to it with regards to the prize arrangement of the annual shopping competition and these are:

- Engage with local car Dealership Jarvis Ford (Portrush Road) and work with them to potentially have a car as the competition prize. This is the **preferred** option because it provides a different prize offering of substantial value, which would be attractive to shoppers and visitors to The Parade;
- Hold a 'Shop to Win' competition with winners to receive a budget which they can then use to get vouchers for Parade Precinct businesses, however this is **not the preferred** option as it was the prize offered as part of the 2019-2020 competition;
- Engage with businesses based within The Parade Precinct to determine a prize for the competition; or
- Another competition idea discussed by the *Norwood Parade Precinct Committee*.

Alternatively, the Committee can resolve to investigate and offer a combination of these prizes to make the competition more appealing.

### CONCLUSION

The annual Parade Precinct shopping competition has proved in the past to be a successful investment for the economy of the premier mainstreet and should be continued as an annual undertaking. The *Norwood Parade Precinct Committee* will be presented with the final shopping competition proposal at the next meeting, which is scheduled for Tuesday 23 November 2021, unless the *Norwood Parade Precinct Committee* resolves to endorse the timing of the competition for later in 2021, in which case the decision made by the Committee about the shopping competition, will be final.

### COMMENTS

Nil.

## RECOMMENDATION

1. That 'Competition Option 1', (Engage with Local Car Dealership) as outlined in this report, be endorsed as the preferred concept for the annual shopping competition and that Staff prepare and present a proposal to Jarvis Group of Companies, as well as any other car dealerships, in and around the Council area, for their consideration. A report outlining the outcome of the negotiations will subsequently be prepared by Staff and presented to the *Norwood Parade Precinct Committee* at its 23 November 2021 meeting.
  2. That the annual competition be held early in 2022 (i.e. between February and April 2022).
  3. That the *Norwood Parade Precinct Committee* notes that the competition and all of the associated marketing and promotion will be funded through the existing 'Competitions & Promotions' budget allocation set out in the *2021-2022 Norwood Parade Precinct Annual Business Plan*.
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*Mr Terry Dalkos moved:*

1. *That 'Competition Option 1', (Engage with a Car Dealership) as outlined in this report, be endorsed as the preferred option for the annual shopping competition. That Staff prepare and present a proposal to car dealerships for their consideration and a report outlining the outcome of the investigations be subsequently prepared by Staff and presented to the Norwood Parade Precinct Committee at a special meeting of the Committee.*
2. *That the annual shopping competition be held in the lead up to Christmas 2021 (subject to the availability of a car).*
3. *That the Norwood Parade Precinct Committee notes that the competition and all of the associated marketing and promotion will be funded through the 2021-2022 Norwood Parade Precinct Annual Business Plan.*

*Seconded by Cr Whittington and carried unanimously.*



**5. OTHER BUSINESS**

**5.1 2022 Lunar New Year on The Parade**

*Cr Patterson moved:*

*That staff investigate the promotion of 2022 Lunar New Year on The Parade.*

*Seconded by Cr Dottore and carried unanimously.*

**6. NEXT MEETING**

Tuesday 23 November 2021

**7. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 7.31pm.

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**Mayor Robert Bria**  
**PRESIDING MEMBER**

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

**13. OTHER BUSINESS**  
(Of an urgent nature only)

**14. CONFIDENTIAL REPORTS**

**14.1 WRITTEN NOTICES OF MOTION – CONFIDENTIAL ITEM – COUNCIL RELATED MATTER**

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**RECOMMENDATION 1**

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

- (m) information relating to a proposed amendment to a Development Plan under the *Development Act 1993* before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act;

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

**RECOMMENDATION 2**

That under Section 91(7) of the *Local Government Act 1999* the Council orders that the report, discussion and minutes be kept confidential until the proposed amendment is released for the purpose of public consultation.

## 14.2 COUNCIL RELATED MATTER

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### RECOMMENDATION 1

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

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information; and
  - (ii) would, on balance, be contrary to the public interest;

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the 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 and discussion be kept confidential for a period not exceeding five (5) years and that this order be reviewed every twelve (12 months).

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the minutes be kept confidential until the contract has been entered into by all parties to the contract.

### 14.3 COUNCIL RELATED MATTER

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#### RECOMMENDATION 1

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

- (h) legal advice; and
- (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 until this matter is finalised.

#### 14.4 STAFF RELATED MATTER

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##### RECOMMENDATION 1

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

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

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

##### RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report be kept confidential until the Contract of Employment has been signed by the parties.



**15. CLOSURE**