

# Special Council Meeting Minutes

**13 November 2023**

## **Our Vision**

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

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

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City of  
Norwood  
Payneham  
& St Peters

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**VENUE** Council Chambers, Norwood Town Hall

**HOUR** 7.00pm

**PRESENT**

**Council Members** Mayor Robert Bria  
Cr Kester Moorhouse  
Cr Garry Knoblauch  
Cr Hugh Holfeld  
Cr Josh Robinson  
Cr Kevin Duke  
Cr Connie Granozio  
Cr Victoria McFarlane  
Cr Scott Sims  
Cr Grant Piggott (entered the meeting at 7.07pm)  
Cr Sue Whittington  
Cr John Callisto  
Cr Christel Mex

**Staff** Lisa Mara (Acting Chief Executive Officer)  
Carlos Buzzetti (General Manager, Urban Planning & Environment)  
Simonne Whitlock (Manager, Communications & Community Relations)  
Keke Michalos (Manager, Economic Development & Strategy)  
Tina Zullo (Administration Assistant, Governance & Civic Affairs)

**APOLOGIES** Cr Claire Clutterham

**ABSENT** Nil

**1. CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 6 NOVEMBER 2023**

*Cr Whittington moved that the Minutes of the Council meeting held on 6 November 2023 be taken as read and confirmed. Seconded by Cr McFarlane and carried unanimously.*

**2. STAFF REPORTS**

## 2.1 CITYPLAN 2030 - UPDATE 2024 – DRAFT FOR COMMUNITY CONSULTATION

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**REPORT AUTHOR:** Manager, Economic Development & Strategy  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 83664509  
**FILE REFERENCE:** qA129675  
**ATTACHMENTS:** A - B

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### PURPOSE OF REPORT

The purpose of this report is to present to the Council the draft *CityPlan 2030: Shaping Our Future – Update 2024* (the Council's Strategic Management Plan) for the Council's endorsement prior to commencing community consultation and engagement.

### BACKGROUND

The Council's Strategic Management Plan, *CityPlan 2030: Shaping Our Future*, provides the overarching strategic framework for all of the Council's services, projects and decision-making. It is based on a Quadruple Bottom Line approach, applying best practice sustainability principles to guide all decisions as to how the Council plans and delivers its services, facilities and initiatives. The four (4) pillars of integrated sustainability, upon which the Council's strategic plan is based are: Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

The *Local Government Act 1999* (the Act), requires Councils to undertake a comprehensive review of their Strategic Management Plan(s) within two (2) years of each Council General Election. Given that a general election of the Norwood Payneham & St Peters Council was held in 2022, a review of the Council's Strategic Management Plan, *CityPlan 2030* needs to be completed by no later than November 2024. However, given the significant role that this document plays in the Council's decision-making framework, it is important for the Council to commence and therefore complete this review as soon as possible.

The requirements for the establishment and review of a Strategic Management Plan are set out under Section 122 of the Act, which states that:

- (1) *A council must develop and adopt plans (which may take various forms) for the management of its area, to be called collectively the strategic management plans, which –*
  - (a) *identify the council's objectives for the area over a period of at least 4 years (the relevant period), and provide a clear indication of –*
    - (i) *the extent to which the council has participated with other councils, and with State and national governments, in setting public policy objectives, and the extent to which the council's objectives are related to regional, State and national objectives; and*
    - (ii) *the extent to which the council has given consideration to regional, State and national objectives and strategies which are relevant to the economic, social, physical and environmental development and management of its area; and*
    - (iii) *the extent to which the council intends to co-ordinate with State and national governments in the planning and delivery of services in which there is a common interest; and*
  - (ab) *provide assessments that relate to the following matters (with particular reference to the relevant period):*
    - (i) *the sustainability of the council's financial performance and position; and*
    - (ii) *the extent or levels of service that will be required to be provided by the council to achieve its objectives; and*

- (iii) *the extent to which any infrastructure will need to be maintained, replace or developed by the council; and*
  - (iv) *anticipated changes in the area with respect to-*
    - (A) *real property development; and*
    - (B) *demographic characteristics of its community to the extent that is reasonable taking into account the availability of appropriate and accurate data; and*
  - (v) *the Council's proposals with respect to debt levels; and*
  - (vi) *any anticipated or predicted changes in any factors that make a significant contribution to the costs of the council's activities or operations; and*
- (b) *identify the principal activities that the council intends to undertake to achieve its objectives; and*
- (d) *state the measures (financial and non-financial that are to be used to monitor and assess the performance of the council against its objectives over the relevant period; and*
- (e) *identify the means by which its activities are to be carried out and its objectives achieved; and*
- (g) *address issues associated with arranging its affairs so as to separate its regulatory activities from its other activities, so far as this is reasonable to do so; and*
- (h) *make provision for the regular review of the charters, activities and plans of any subsidiary of the council.*

Section 122 of the Act also requires the Council to consider the following in the development and review of its Strategic Management Plans:

- address the strategic planning issues within the area of the Council, with particular reference to (and in a manner consistent with) any relevant state planning policy or regional plan under the *Planning, Development and Infrastructure Act 2016*;
- set out the Council's priorities for the implementation of planning policies;
- ensure consistency with the Planning and Design Code under the *Planning, Development and Infrastructure Act 2016*, other than where the Council is proposing amendments to the Planning and Design Code and the Minister has agreed to the implementation of a program to review and amend the relevant provisions of the Code;
- ensure consistency with any relevant statutory policy or plan;
- have regard to the Council's roles and responsibilities under this or any other Act; and the Council's objectives for its area; and
- ensure that members of the public are given a reasonable opportunity to be involved in the development and review of the Plan.

The City of Norwood Payneham & St Peters has satisfied the requirements regarding Strategic Management Plans through the preparation and regular review of *CityPlan 2030*, the Long-Term Financial Plan and the Infrastructure and Asset Management Plans. These documents are also scheduled to be reviewed prior to November 2024.

*CityPlan 2030: Shaping our Future* was originally developed in 2007 and adopted by the Council in July 2008, as a long-term Strategic Management Plan spanning a twenty-year period. This contrasts with the traditional short-term strategic plans, which generally have a lifespan of three-to-five years. Included as part of *CityPlan 2030*, was the establishment of the Review Framework which reflects both the Local Government election cycle of four-year terms and also the long-term nature of the Plan. Establishing a planning horizon to 2030 allows the Council to undertake four (4) updates of *CityPlan 2030* throughout the life of the plan, with a more comprehensive mid-term review undertaken in 2020.

When *CityPlan 2030* was originally initiated in 2007, it was based on an extensive and wide-ranging community engagement program, incorporating a comprehensive Community Visioning exercise which developed the Vision for a preferred future based on the community's shared values, aspirations and priorities. It was through this process that the Quadruple Bottom Line (QBL) model for Well-being, which incorporates the Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability were adopted. From this process, a series of Objectives, Strategies, Indicators and Targets were prepared.

Similarly to the last three (3) reviews (ie 2012, 2017 and 2020), the current review will not involve the redrafting of the Plan. The purpose of this review is to reaffirm the high-level strategic direction of the Council through the format of a progress review, intended to confirm the continued relevance of the Objectives and Strategies and determine whether amendments or additions are required, in order to achieve the Outcomes more effectively, address any emerging issues, or reflect any changes in the Council's or the community's expectations and priorities.

#### **RELEVANT STRATEGIC DIRECTIONS & POLICIES**

The draft Strategic Plan, *CityPlan 2030 – Update 2024*, contained in **Attachment A**, continues to reflect the key policy frameworks which guide the Council's planning and decision-making, which includes sustainable principles and Quadruple Bottom Line (QBL) planning, decision making and reporting.

It is proposed that through the update this commitment to the QBL continue and in turn the four (4) Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability, be retained as the framework for Update 2024 of the Plan.

#### **FINANCIAL AND BUDGET IMPLICATIONS**

The Council has allocated a budget of \$40,000 to undertake *CityPlan 2030 - Update 2024* as part of the 2023-2024 budget. The release of *CityPlan 2030 – Update 2024* for community consultation will incur some costs associated with advertising and undertaking consultation activities. This includes the distribution of promotional postcards, posters and advertisements. Other methods of consultation such as an online survey will be undertaken in-house by Council staff.

#### **EXTERNAL ECONOMIC IMPLICATIONS**

Economic issues identified during the research, consultation and engagement process will be considered as part of the review.

#### **SOCIAL ISSUES**

Social issues identified during the research, consultation and engagement process will be considered as part of the review.

#### **CULTURAL ISSUES**

Cultural issues identified during the research, consultation and engagement process will be considered as part of the review.

#### **ENVIRONMENTAL ISSUES**

Environmental issues identified during the research, consultation and engagement process will be considered as part of the review.

## RESOURCE ISSUES

The *CityPlan 2030 – Update 2024* is being managed by the Manager, Economic Development & Strategy. Staff from across the organisation have and will continue to be involved in reviewing the document, preparing promotional materials and responding to community enquiries as they arise.

URPS has been engaged to assist the Council with the preparation and delivery of the draft *CityPlan 2030 – Update 2024* document.

As part of the review of the document Council staff have been involved in workshops testing the validity and relevance of the Objectives and Strategies of *CityPlan 2030*, and in the data and research used to formulate the changes.

## RISK MANAGEMENT

Whilst a Council can review its Strategic Management Plans at any time, the *Local Government Act 1999*, requires councils to review their Strategic Management Plans within two (2) years of Council General Elections. However, as *CityPlan 2030* is a long-term plan, it is important for the ongoing stability of the Council's future planning and operations that the strategic directions of the Plan are not significantly changed in the middle of the planning cycle. On this basis, it is recommended that adjustments and changes reflect emerging issues and any shifts in the community's priorities, rather than the high-level Outcomes or the Council's overall vision. If the Council has a robust and well considered Strategic Management Plan in place, any adjustments to *CityPlan 2030* should be at the Objectives and Strategies levels only.

Undertaking a review as part of the four (4) yearly cycle of updates of *CityPlan 2030* and consulting with the community as part of the process demonstrates responsible governance and the Council's commitment to authentic and effective community engagement. Failure to consult with the community would demonstrate a lack of commitment by the Council to the overall well-being of the community.

Commencing the process of reviewing *CityPlan 2030* now will ensure that the Council meets its legislative obligations under the *Local Government Act 1999*.

## CONSULTATION

- **Elected Members**

A Workshop was held with Elected Members on 30 October 2023, to 'set the scene' for the review of *CityPlan 2030* and to assess the current Objectives and Strategies contained within *CityPlan 2030*. Elected Members will be involved in and kept informed of the progress regarding the *CityPlan 2030 - Update 2024* at key stages, with further consultation provided to Elected Members throughout the process.

- **Community**

Extensive community engagement was undertaken in 2007 to develop *CityPlan 2030* and further engagement was again undertaken as part of the 2012 and 2017 updates and the 2020 Mid-term review. It is anticipated that the consultation on Update 2024 will once again reflect any emerging issues and shifts in the community's priorities, rather than lead to the overhaul the Vision and Outcomes of the Plan.

Community engagement on *CityPlan 2030 – Update 2024* will be undertaken in accordance with the Council's *Community Consultation Policy*.

- **Staff**

A Workshop was held with Council staff focusing on the objectives and strategies under each of the four (4) Outcomes. The Workshop provided staff with an opportunity to contribute to the review of the Plan and to provide feedback on the whether or not the Objectives and Strategies were still considered to be relevant, whether there was a need to make any modifications based on community expectations and global trends and if there were any gaps in the Strategy.

- **Other Agencies**

Section 122 of the Act requires the Council to consider the relevant strategies and objectives of key government agencies, and for representatives of these agencies to participate in setting the Council's Objectives and Strategies of *CityPlan 2030*.

Government Agencies, comprising of both Local and State Government, will be notified that the draft *CityPlan 2030 – Update 2024* document is undergoing community consultation and engagement and will be invited to provide comment on the draft document, subject to the endorsement of the draft Plan by the Council.

## DISCUSSION

The framework for the review of *CityPlan 2030*, which was originally prepared in 2007 continues to remain relevant for the 2024 Update. As previously outlined in this report, the Review Framework has been developed to reflect the Local Government Council Election cycle of four-year terms and also the long-term nature of the Plan. A copy of the Review Framework is contained in the draft *CityPlan 2030 – Update 2024* document contained in **Attachment A**.

The planning framework to 2030 allows for four (4) updates of *CityPlan 2030* scheduled in 2012, 2016 (completed in 2017), 2024 and 2028 with an additional Mid Term Review scheduled for 2020. This review constitutes the fourth update of the Plan. Although a review of *CityPlan 2030* is required to be undertaken after each Local Government General Election, it is important that political interests are balanced with the long-term strategies, which were identified during the original consultation process in 2007.

The proposed methodology for the delivery of *CityPlan 2030 - Update 2024* is outlined below:

- Stage 1: Project Initiation
- Stage 2: Council Staff and Elected Member Workshops
- Stage 3: Draft *CityPlan 2030 – Update 2024* and seek Council endorsement to release the document for community consultation and engagement
- Stage 4: Community Consultation and Engagement
- Stage 5: Council Endorsement and Finalisation of Final Draft *CityPlan 2030 – Update 2024*

The draft Plan contained in **Attachment A** ensures:

- the continued alignment of *CityPlan 2030* with current State Government strategic planning documents (both existing and draft) – where common objectives exist; and
- that the Strategies for each Objective reflect new opportunities or changes to priorities, as well as the initiatives which have been identified by the Council.

The draft *CityPlan2030 – Update 2024* has also been reviewed against the following ten (10) considerations identified from statistical and policy research and where appropriate changes have been made to the *CityPlan*'s objectives and strategies to strengthen them accordingly.

1. Population growth and character preservation
2. Tree canopy establishment and protection
3. Supporting businesses and economic prosperity
4. Supporting young and old
5. Housing availability and affordability
6. Accessible and attractive neighbourhoods (cycling, walking, parking, open space)
7. Climate change adaptation and mitigation
8. Waste management
9. Community wellbeing, pride and cultural inclusion
10. Smart City



The input provided by Elected Members and staff as well as research of trends emerging from the 2021 ABS Census data and 2023 Remplan economic data, 2021 Business and Residents Surveys, and National, State and local policy have also been used to inform the draft document contained **Attachment A**.

Overall it is clear that the strategic direction of the Council as expressed through *CityPlan 2030* remains relevant and from the two (2) workshops conducted is supported by the Elected Members and staff.

Outlined below is a brief overview of each section. A summary of the full set of changes and revised Objectives and Strategies is contained in **Attachment B**.

## **Vision**

No change is proposed to the Vision and therefore will remain as follows:

*“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.”*

## **Outcomes**

Similar to the Vision, the Outcomes are proposed to remain unchanged.

- **Outcome 1: Social Equity**  
*An inclusive, connected, accessible and friendly community.*
- **Outcome 2: Cultural Vitality**  
*A culturally rich and diverse city, with a strong identity, history and 'sense of place'.*
- **Outcome 3: Economic Prosperity**  
*A dynamic and thriving centre for business and services.*
- **Outcome 4: Environmental**  
*A leader in environmental sustainability.*

## **Objectives and Strategies**

As a result of the research and comments, which have been received, a number of changes are recommended to the wording of the existing Objectives and Strategies. Generally the proposed changes reflect the emerging trends and the Council's level of influence and role in delivery, all of which were discussed or raised by Elected Members and/or staff at the workshops. The key themes that were taken into consideration are outlined below:

### *Social Equity Outcome –*

- Increasing the focus on sustainable active transport with a greater focus on integrated transport planning and the importance of creating walkable and cyclable neighbourhoods;
- Increasing disability access and inclusion;
- Increasing access to Wi-Fi;
- Housing diversity (single, intergenerational);
- Neighbourhood improvements and presentation; and
- Community connection.

### *Cultural Vitality Outcome –*

- Acknowledging and celebrating both the existing and newly arrived cultural groups that live in our City; and
- Considering innovative architecture that supports extensions to heritage properties.

### *Economic Prosperity Outcome*

- Reducing the focus on creative industries;
- Focusing on enabling, brokering, facilitating new or innovative businesses that meet a community need or want;
- Focusing on master planning and creating an attractive public realm to support and attract businesses; and
- Supporting social enterprises, community groups and consider co-working spaces.

### *Environmental Sustainability Outcome*

- Focusing on tree canopy in response to the new Tree Strategy;
- Elevating waste management and circular economy to its own objective and providing more direction;
- Biodiversity planning and conservation;
- Sustainable procurement; and
- Focusing on education and volunteering.

### **Indicators and Targets**

*CityPlan 2030 – Mid Term Review* introduced a revised approach to measuring the Council's success whereby Targets are aligned to the four (4) key Outcomes, as opposed to the Objectives. This structure focuses on measuring the Council's achievement against what the Council is striving for, that is the four (4) Outcomes of *CityPlan 2030 – Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability*.

Measures of success are outlined for each of the four (4) Outcomes in the Plan and are set at the following three (3) strategic levels:

- **Macro** – Targets reflect the Council's commitment to contributing towards State and Federal Government Targets, however the level of achievement against these targets is influenced by external economic and social factors, which are not in the full control of the Council.
- **Council** – Targets are set against deliverables which the Council is wholly accountable for and are not impacted by any reasonable external influences.
- **Community** – Perception Targets are set that reflect the community's level of satisfaction.

*CityPlan2030 - Update 2024* does not intend to review or amend these measures.

The purpose of this approach to the targets is to ensure the Council can easily measure and capture information on the progress towards strategic directions of the Plan.

The complete set of Targets are outlined in the draft *CityPlan – Update 2024* document in **Attachment A**. There is no change proposed at this stage.

### **Community Consultation and Engagement**

The community consultation and engagement phase involves releasing the draft *CityPlan 2030 – Update 2024* document to the community for its consideration and comment. The proposed engagement and promotional activities for this stage of consultation are proposed to include the following:

- distribution of a postcard to all households within the City;
- promotion of the draft *CityPlan 2030* engagement opportunities on the Council's website, and on social media channels;
- promotional posters and copies of the draft *CityPlan 2030* document and hard copy feedback forms available at each of the Council's libraries and at the Norwood Town Hall Citizen Service Centre; and
- an opportunity for people to provide feedback via an online survey form available on the Council's consultation webpage.

The intent of the consultation is to seek input and comment from the community on the current Objectives and Strategies and to “test” whether these elements are still effective in working towards the Vision and Outcomes contained in *CityPlan 2030*.

The Council’s *Community Consultation Policy* requires that the Council consult for a minimum of twenty-one (21) days, however given the importance of *CityPlan 2030*, it is proposed that the consultation period be extended to one (1) month. This extended period reflects the importance of the document and provides greater opportunity for the community and stakeholders to provide input into the review of the draft Plan.

In addition to meeting the requirements of the Council’s *Community Consultation Policy*, the Council is also required under Section 122 of the *Local Government Act 1999*, to undertake broader community consultation as part of the review of its Strategic Management Plan.

Specifically, Section 122 (6) of the Act stipulates that:

*A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans (but nothing in this subsection is to be taken to limit subsection (5)).*

The comments which are received through the community consultation and engagement period, will be reviewed and considered in detail before the final *CityPlan 2030 – Update 2024* document is presented to the Council for endorsement.

## OPTIONS

The Council can choose not to endorse the draft *CityPlan 2030 – Update 2024* document. However the draft *CityPlan 2030 – Update 2024* has been prepared based on the feedback received from Elected Members and staff, as well as extensive research of key trends and drivers of change currently facing society. On this basis, it is recommended that the draft *CityPlan 2030 – Update 2024*, as contained in **Attachment A**, be endorsed by the Council for community consultation and engagement.

## CONCLUSION

*CityPlan 2030 – Update 2024* seeks to reaffirm the high-level strategic direction of the Council through the format of a progress review. The community consultation process will enable the Council to “test” the draft changes that have been proposed and further refine its strategies to achieve the Vision of *CityPlan 2030*.

## COMMENTS

Should the Council endorse the draft *CityPlan 2030 – Update 2024* document, Council staff will undertake community consultation and engagement. At the conclusion of the consultation and engagement period, staff will review the comments and the Council will be presented with the final version of the Plan, which will have taken these comments into consideration.

## RECOMMENDATION

1. That the draft *CityPlan 2030 – Update 2024*, contained in **Attachment A** be endorsed for community consultation and engagement.
  2. That the Chief Executive Officer be authorised to make any editorial changes to the draft *CityPlan 2030 – Update 2024*, as necessary, to finalise the document in a form suitable for community consultation and engagement.
-

Cr Piggott entered the meeting at 7.07pm.

*Cr Mex moved:*

- 1. That the draft CityPlan 2030 – Update 2024, contained in Attachment A be endorsed for community consultation and engagement.*
- 2. That the Chief Executive Officer be authorised to make any editorial changes to the draft CityPlan 2030 – Update 2024, as necessary, to finalise the document in a form suitable for community consultation and engagement.*

*Seconded by Cr McFarlane and carried unanimously.*

## 2.2 CITY OF NORWOOD PAYNEHAM & ST PETERS ANNUAL REPORT 2022-2023

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**REPORT AUTHOR:** General Manager, Governance & Civic Affairs  
**GENERAL MANAGER:** Chief Executive Officer  
**CONTACT NUMBER:** 8366 4549  
**FILE REFERENCE:** qA78925  
**ATTACHMENTS:** A

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### **PURPOSE OF REPORT**

The purpose of the report is to present to the Council the draft 2022-2023 Annual Report for the Council's consideration and endorsement.

### **BACKGROUND**

The *Local Government Act 1999*, sets out the legislative requirements for the Council's Annual Report, with one of the key areas being reporting on the Council's performance in achieving the objectives set out in its Strategic Management Plan. The Council's Strategic Management Plan is *CityPlan 2030: Shaping Our Future*.

An Annual Report is also an important tool which is used to communicate with the local and wider community, current and potential employees, other Councils and prescribed bodies, about the Council's operations, its services, activities, performance and achievements. Annual Reports are principally documents of accountability and form part of the Council's Governance Framework.

Annual Reports also provide a historical record of the Council's activities and achievements.

A copy of the draft 2022-2023 Annual Report is contained within **Attachment A**.

### **RELEVANT POLICIES & STRATEGIC DIRECTIONS**

Not Applicable.

### **FINANCIAL AND BUDGET IMPLICATIONS**

The costs associated with the preparation, production and distribution are funded from existing Budget lines.

### **EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

### **SOCIAL ISSUES**

Not Applicable.

### **CULTURAL ISSUES**

Not Applicable.

### **ENVIRONMENTAL ISSUES**

The 2022-2023 Annual Report will be printed in accordance with the Council's environmental standards. A limited number of copies of the 2022-2023 Annual Report will be printed.

## RESOURCE ISSUES

Not Applicable.

## RISK MANAGEMENT

The draft 2022-2023 Annual Report has been prepared in accordance with the provisions of the *Local Government Act 1999*, and in doing so, ensures the Council meets its legislative requirements.

## CONSULTATION

- **Elected Members**  
Elected Members have provided their Profiles which are included in the draft 2022-2023 Annual Report.
- **Community**  
Not Applicable.
- **Staff**  
All relevant staff have been consulted during the preparation of the 2022-2023 Annual Report.
- **Other Agencies**  
Not Applicable.

## DISCUSSION

The draft 2022-2023 Annual Report, has been produced in accordance with the relevant statutory requirements.

The draft 2022-2023 Annual Report includes information on a number of new matters which are now required in accordance with the *Local Government Act 1999* (the Act).

The new reporting requirements were identified through the Local Government Reform process, and have subsequently been included in the *Statutes Amendment (Local Government Review) Act 2021 (Review Act)*.

The new reporting requirements include the following:

- Section 131(1a) requires a Council to include in the Annual Report, the amount of legal costs which have been incurred in the relevant financial year;
- a report is required under Section 270(8) of the Act regarding Internal Review of Decisions;
- a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by Elected Members during the relevant financial year funded in whole or in part by the Council;
- a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by employees of the Council during the relevant financial year funded in whole or in part by the council;
- a summary of the details (including the cost) of any gifts above the value of \$50 provided to Elected Members during the relevant financial year funded in whole or in part by the Council;
- a summary of the details (including the cost) of any gifts above the value of \$50 provided to employees of the Council during the relevant financial year funded in whole or in part by the Council;
- a statement of the total amount of expenditure incurred using credit cards provided by the Council for use by Elected Members or employees of the Council during the relevant financial year.

*Regulation 35 of the Local Government (General) (Annual Reports) Variation Regulations 2021*, sets out the following definitions:

- **cost of travel** includes accommodation costs and other costs and expenses associated with the travel;
- **gift** includes hospitality;
- **prescribed interstate travel** means travel by an Elected Member or employee (as the case may be) of a Council the area of which shares a border with another State or a Territory of the Commonwealth if the travel is within that other State or that Territory and is in the course of ordinary business of the Council, or travel of a kind included within the ambit of this definition by the Minister by notice in the Government Gazette.
- for the purposes of the definition of **prescribed interstate travel**, travel is taken not to be in the course of ordinary business of a Council if the travel is for the purposes of an Elected Member or employee of the Council attending a conference or training or development activities in another State or a Territory.

In addition to the above, Section 262B (7) of the *Local Government Act 1999*, requires the Council to review the operation of its Behavioural Management Policy within 12 months of the periodic election. As Members are aware, the Local Government Association of South Australia (LGA) has prepared a Model Behavioural Management Policy which applies to all Councils in South Australia until such time as the Council adopts its own Behavioural Management Policy.

In accordance with Section 262B (7) of the *Local Government Act 1999*, the draft 2022-2023 Annual Report includes a report on the operation of the Model Behavioural Management Policy.

The Annual Report is an important document, as in addition to the required financial reporting, the Report also sets out a summary of the activities undertaken by the Council over the relevant financial year. As such, it is an important communication document for our community and other stakeholders. By implication therefore, from a legislative and completeness perspective, the document contains details regarding all of the activities which have been undertaken by the Council in a consolidated format.

Elected Members may recall that the Council's 2015-2016 Annual Report was awarded a Bronze Award and the 2016-2017 Annual Report was awarded a Silver Award by the Australasian Reporting Awards Association.

The Council's last five (5) Annual Reports, (2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022), have been awarded a Gold Award by the Australasian Reporting Awards Association.

The Awards are administered by Australasian Reporting Awards Limited, an independent not-for-profit organisation run by professionals from the business, government and not-for-profit sectors, with the support of professional bodies concerned with the quality of financial and business reporting.

The Australasian Reporting Awards are open to all organisations in Australia, New Zealand and countries in the Asia-Pacific region, which prepare an annual report (private sector, public sector and the not-for-profit sector).

As part of the Australasian Reporting Awards, comments are provided to organisations to consider elements of the Annual Report which can be improved and/or areas which are no longer considered relevant in terms of current reporting standards. Based on the comments which were provided to staff regarding the Council's previous Annual Reports, the 2022-2023 Annual Report has been structured to align with the comments which have been received and ensure that the Annual Report reflects best practice in terms of reporting.

Following the Council's adoption of the 2022-2023 Annual Report, copies, as required by legislation, will be forwarded to all relevant persons and/or bodies, including the South Australian Grants Commission, the Parliamentary Librarian of SA, the National Library and the State Library of South Australia.

Whilst it is not a legislative requirement, a summary of the highlights of 2022-2023 will be included within the December edition of *Look East*.

A copy of the 2022-2023 Annual Report will also be made available on the Council's website.

The draft Annual Report will undergo some further editorial and formatting amendments prior to printing.

## **OPTIONS**

Not Applicable.

## **CONCLUSION**

The City of Norwood Payneham & St Peters 2022-2023 Annual Report provides a comprehensive review of highlights, activities and achievements during the reporting period.

The Annual Report also complies with the legislative requirements contained in the *Local Government Act 1999*.

## **COMMENTS**

Nil.

## **RECOMMENDATION**

1. That the draft City of Norwood Payneham & St Peters Annual Report for the 2022-2023 financial year be approved.
  2. That the Chief Executive Officer be authorised to make any required editorial changes prior to the printing of the City of Norwood Payneham & St Peters 2022-2023 Annual Report.
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*Cr Sims moved:*

1. *That the draft City of Norwood Payneham & St Peters Annual Report for the 2022-2023 financial year be approved.*
2. *That the Chief Executive Officer be authorised to make any required editorial changes prior to the printing of the City of Norwood Payneham & St Peters 2022-2023 Annual Report.*

*Seconded by Cr Granozio and carried unanimously.*



**3. CLOSURE**

There being no further business, the Mayor declared the meeting closed at 7.23pm.

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

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