



NOTICE

of

ORDINARY COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

TUESDAY, 22 FEBRUARY 2022 AT 7:00PM

THIS MEETING WILL ALSO BE VIEWABLE AT
<https://www.youtube.com/user/CityOfPlayford>

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 17 February 2022

MEMBERSHIP

MAYOR GLENN DOCHERTY – PRINCIPAL MEMBER

Cr Akram Arifi	Cr Marilyn Baker	Cr Stephen Coppins
Cr Andrew Craig	Cr Veronica Gossink	Cr Shirley Halls
Cr David Kerrison	Cr Clint Marsh	Cr Misty Norris
Cr Jane Onuzans	Cr Peter Rentoulis	Cr Dennis Ryan
Cr Gay Smallwood-Smith	Cr Katrina Stroet	Cr Cathy-Jo Tame

**City of Playford
Ordinary Council Meeting**

AGENDA

TUESDAY, 22 FEBRUARY 2022 AT 7:00PM

1 ATTENDANCE RECORD

1.1 Present

1.2 Apologies

1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Ordinary Council Meeting held 24 January 2022 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 MAYOR'S REPORT

5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS

6 REPORTS BY COUNCILLORS

7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)

8 QUESTIONS WITHOUT NOTICE

9 QUESTIONS ON NOTICE

Cr Peter Rentoulis

History

At the Ordinary Council meeting held on 24 January 2022, Cr Rentoulis requested the following information from Council Administration regarding the commencement of the Virginia Main Street project.

Question

(a) When is the construction on the Virginia Main Street projects set to commence?

- (b) When will Council make this announcement public to the Virginia Community?
- (c) Will such an announcement also take the form of a mail out at the Virginia Post office?

Answer

Tender responses for the construction of the Virginia Main Street project are due to be received by 25 February 2022, after an extension was granted as requested by the tenderers. The proposals will then be assessed, awarded, and a construction schedule agreed. Until a construction schedule is agreed, there is no firm commencement date. An announcement of the commencement date will be made when the date is known.

Council will make this announcement public to the Virginia Community post the agreement with the successful constructor.

The construction commencement date will not be notified in the form of a mail out at the Virginia Post Office. However, a flyer detailing the project is being released and will be distributed in two different methods:

- 800 flyers will be placed in the PO Boxes at the Virginia Post Office
- We will also target the Virginia Grove community through a distribution company to ensure that the newer areas of the community (with mail delivery) also receive it.

This commenced on 1 February 2022.

Cr Peter Rentoulis

History

At the Ordinary Council meeting held on 24 January 2022, Cr Rentoulis requested the following information from Council Administration regarding the construction of a roundabout at the intersection of Heaslip Road and Curtis Road.

Question

When is construction set to commence on the roundabout at the intersection of Heaslip Road and Curtis Road?

Answer

We do not yet have a definitive commencement date from the Department of Infrastructure and Transport (DIT). The Department has confirmed that it will commence no earlier than the commencement of the next financial year, with completion within the 22/23 Financial Year. To date, staff have only viewed the 30% design.

The roundabout is a deed intervention. It is a Department project on DIT roads with minor stormwater works then vested to Council.

It should be noted that in mid-February 2022, contractors will be commencing work on placing a culvert under Heaslip Road in this location as part of Stage 1 of Broadacres Drain to ensure that this is completed prior to the Department commencing its work. This will not be the commencement of work on the roundabout.

Cr David Kerrison**Question**

1. Can the administration please update the chamber if there has been a response received from Rhiannon Pearce - Labor Candidate for King confirming the timing of the funds and any relevant terms and conditions that may apply to the 1.5M funding promise to ward the 3M McGilp Recreation Park upgrade, if a Labor Government is duly elected. (In line with Council Resolution 4819).
2. Can the administration confirm if the details of the election promise made by Paula Luethen MP for King (McGilp Recreation Park upgrade) and that the details have been received in writing with any relevant terms and conditions along with the timing availability for the 1.5M towards the 3M upgrade.
3. Can the administration advise the next steps of Council and expected timelines in the McGilp Recreation Park upgrade delivery.

Answer

Council has received written confirmation from Paula Luethen MP, Member of King and Rhiannon Pearce, Labor candidate for King regarding each parties commitment for the redevelopment of McGilp Recreation Park.

Paula Luethen MP, Member for King

..... I am happy to announce that a re-elected Marshall Liberal Government will commit \$1.5 million of matched funding towards the redevelopment of McGilp Recreation Park.

Rhiannon Pearce, Labor candidate for King

If I am successfully elected as the new Member for King, the funds will be made available through the budget process which will be set out in the announcement of the 2022/23 State Budget.

The commitment from Labor is conditional on the Council matching the investment of \$1.5 million and the money expended must be used towards the completion of this project as set out in the Masterplan.

Council will include this project in its Annual Business Planning process for 2022/23 which will also include supplementary funding to match that of the election commitments.

Cr David Kerrison**Question**

Can the administration confirm the history of works on Vitana Court Craigmores, in addition to the update already provided giving details of any works if any that occurred around 2010 / 2011, as claimed by a Ward 3 resident.

Answer

Vitana Ct, Craigmores road seal was renewed in June 2009. The treatment applied was a residential standard treatment – 40mm AC10 C320 asphalt. This was installed on top of the existing spray sealed surface and was intended to act as a SAMI (strain alleviating membrane interlayer) seal.

Studies have shown that SAMI seals work most effectively when applied as an interlayer between two asphalt layers, not between a granular pavement material layer and asphalt layers (what was constructed in 2009).

The condition status of Vitana Ct deteriorated at an accelerated rate due to environmental movement from highly reactive soils, resulting in the required road seal renewal in mid-2021. Crack sealing works were undertaken in Aug 2016 to attempt to prolong the seal life and minimise the risk of pavement moisture infiltration.

The treatment used in the recent renewal (20/21) has utilised a SAMI seal and geosynthetic fabric layer between two asphalt layers. As mentioned before, SAMI works most effectively when between two layers of asphalt. As such a bottom asphalt layer of 50mm AC14 C320 was installed, the SAMI seal and geosynthetic and a 40mm AC10 A15E wearing course.

These two road technologies are designed to reduce cracking and minimise the effects of ground movement on road seals.

Council expects these to significantly increase the seal life than was seen previously and will monitor the progress of seal condition throughout its life.

Cr David Kerrison

Question

Can Council confirm correspondence with the Department of Infrastructure and Transport (DIT) for the removal of a select number of flower beds on Blacktop Road, One Tree Hill as requested by the One Tree Hill Progress Association.

Answer

With multiple correspondences with DIT in regards to the proposed flower bed removal works, Council was advised that DIT did not support the removal of flower bed islands on Blacktop Road in 1999/2000 as the island were installed to try slow drivers down and removal of these may lead to increased driver speeds, as well as drivers overtaking slower vehicles/turning vehicles on the left side.

However, associated with the community's ongoing car parking demands and possible traffic behaviour changes since 1999/2000, Council Administration has requested for DIT to revisit and review the existing traffic conditions to make decision whether the existing protuberances are to be removed or not, e.g. review daily traffic volumes, existing traffic speed whilst noting that 50km/h speed limit sign already posted. DIT is currently investigating and will respond back to Council by next week.

10 PETITIONS

10.1 Petition - Bellchambers Road, Edinburgh North (Attachment)9

11 DEPUTATION / REPRESENTATIONS

Nil

12 MOTIONS WITHOUT NOTICE

13 MOTIONS ON NOTICE

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14 COMMITTEE REPORTS**Chief Executive Officer Review Committee**

Nil

Civic Events Committee

Nil

Corporate Governance Committee

Nil

Policy Review Committee

Nil

Strategy and Services Committee*Matters which cannot be delegated to a Committee or Staff.*

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18 CLOSURE

Petitions

10.1 PETITION - BELLCHAMBERS ROAD, EDINBURGH NORTH

Attachments : 1 [↓](#). Petition

Council has received a petition on 15 February 2022 via the head petitioner Knoll Consultants and Investments.

The petition is in relation to the parked cars along Bellchambers Road that are unregistered, damaged and creating a hazard leaving the premises and is calling for the yellow lines to be extended along the business due to the increase in vehicles and trucks along this Road.

65 signatories are included on the petition.

The petition is attached.

Council Administration acknowledges a receipt of petition in regards to traffic safety concerns associated with the existing car parking behaviour on Bellchambers Road, Edinburgh North.

A site meeting will be organised along with site investigations within two weeks. Based on our traffic safety assessment, the community will be notified of any traffic improvement proposals and Council will implement on-street car parking management as required.

STAFF RECOMMENDATION

Council receive and note the petition.

Good Afternoon,

Please find attached Petition for consideration for your next Ordinary Council meeting, February 2022 as per conditions listed on Council's guidelines.

Details regarding petition or request as follows:

This is in relation to the parked cars along Bellchambers Road that are unregistered, damaged and creating a hazard leaving the premises.

We are requesting that the yellow lines be extended along the business due to the increase in vehicles and trucks along this Road, there has been numerous near misses from our workplace of employees trying to leave the business and unable to see due to the number of parked cars along the road.

There are also truck drivers that are unable to manoeuvre out of the exit section from our premises due to the vehicles being parked too close. We have also requested that the vehicles be moved previously, but to no avail.

As shown by the attached picture we would like to see the line extended further on each side of our premises as shown in the pictures pg 9/9 these are on the entry and exit points.

Please contact us for further information, if this is required, we are happy to discuss with you any alternative arrangements.

Kind regards,

Brooke Wloch
WHS/RTW Co-ordinator Admin

7 Ridgeway Road
Edinburgh North SA 5113

T: +61 8 8255 3900
E: brookewloch@barossafinefoods.com.au
W: www.barossafinefoods.com.au/

Follow us on   

1 of 1

CITY OF
Playford

PETITION

To the Council of the City of Playford:

We, the undersigned residents of (insert street, suburb or area) petition the Council and ask that (insert the details around petition or request)
The contact person for this petition is:

Koell Consultants & Investments 7 Ridgeway Rd Eoinburgh NTL
(Name) (Address) (Phone)

Petitions are required to be submitted in writing to the Chief Executive Officer 5 clear days prior to the next Council or Committee Meeting via post or email:

City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

or governance@playford.sa.gov.au

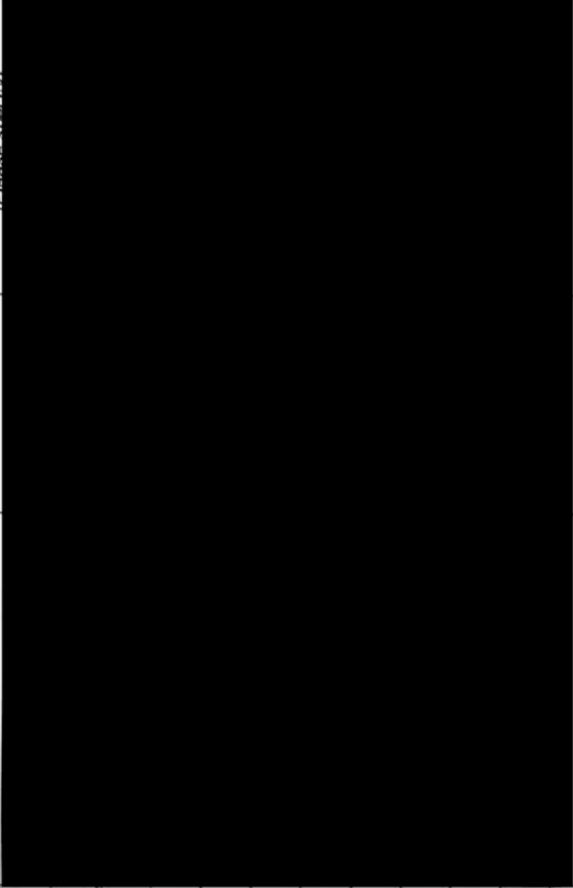








	NAME	ADDRESS	PHONE NUMBER	RESIDENT OF RATEPAYER? (Please specify)	SIGNATURE
1.	Alex Knott				
2.	Raymond Shupe				
3.	Steve Dennis				
4.	Jan Wood				
5.	Jason Dennis				
6.	Bridget Clark				
7.	Able				

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	Document Maintained by:	Corporate Services, Governance	Date of Current Version: 24 Feb 2016
			Next Review Date: Feb 2017

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2 of 9

PETITION: Regarding (insert subject matter) *Unlicensed cars parked + restricting vision - line marking*

	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? (Please specify)	SIGNATURE
8.	Muzum' Benadani				
9.	Bern. Thang P.				
10.	F. Heinrich				
11.	SOPHIE K. HUON				
12.					
13.					
14.	Tony Mann				
15.	Josh Kruczynski				
16.	Kym Heinrich				
17.					
18.	Bill Dais				
19.					
20.					
21.					
22.					

This petition will be a public document.

3 of 9
CITY OF
Playford
SA

PETITION

To the Council of the City of Playford:

We, the undersigned residents of *(insert street, suburb or area)* petition the Council and ask that *(insert the details around petition or request)*
The contact person for this petition is:

(Name) _____ (Address) _____ (Phone) _____

Petitions are required to be submitted in writing to the Chief Executive Officer 5 clear days prior to the next Council or Committee Meeting via post or email:

City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

or governance@playford.sa.gov.au

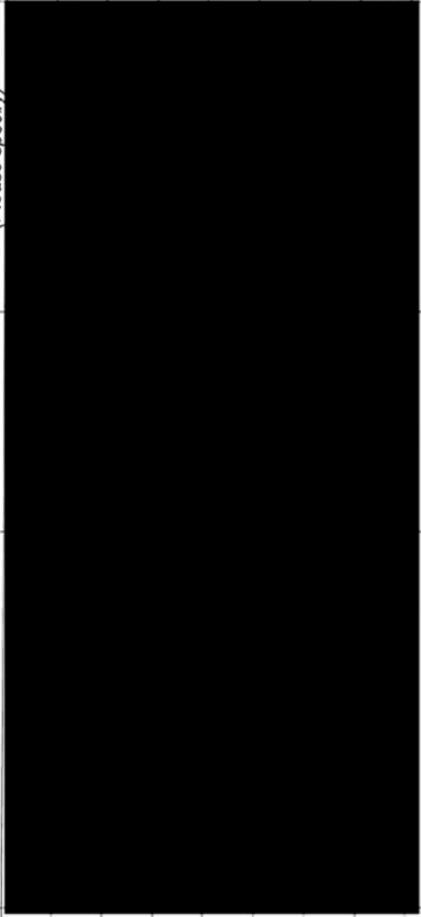





	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? <i>(Please specify)</i>	SIGNATURE
1.	MICHAELA HOUSTON	[REDACTED]	[REDACTED]	[REDACTED]	[Signature]
2.	Michele Whitfield				[Signature]
3.	claire catis				[Signature]
4.	Connie Giuliani				[Signature]
5.	Casey Newton				[Signature]
6.	PAT BOWEN				[Signature]
7.	Nick Funn				[Signature]

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PETITION: Regarding (insert subject matter)

	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? (Please specify)	SIGNATURE
8.	Dietel Knoll				
9.	Isabella Lloyd				J.V. Leed
10.	Stephen Knoll				
11.	Sandra Choppa				
12.	Halley Rosebraun				HEROLD
13.	Belinda Thurman				Bthurnan
14.	Jane Hefland				
15.	Andrews Knoll				
16.					
17.					
18.					
19.					
20.					
21.					
22.					

This petition will be a public document.

5 of 9

CITY OF
Playford



PETITION

To the Council of the City of Playford:

We, the undersigned residents of *(insert street, suburb or area)* petition the Council and ask that *(insert the details around petition or request)*

The contact person for this petition is:

(Name) _____ (Address) _____
(Phone) 8255 3900

Petitions are required to be submitted in writing to the Chief Executive Officer 5 clear days prior to the next Council or Committee Meeting via post or email:

City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

or governance@playford.sa.gov.au

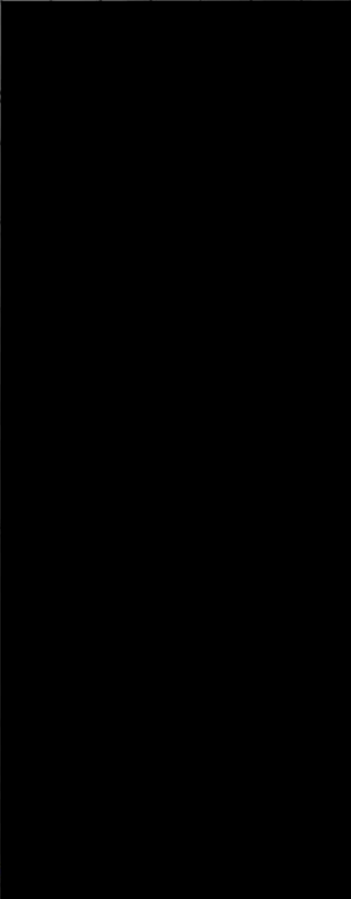







	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? (Please specify)	SIGNATURE
1.	Kevin Wilhelm	[REDACTED]	[REDACTED]	[REDACTED]	[Signature]
2.	Lou Barnes				[Signature]
3.	Jodi Davison				[Signature]
4.	Brooke Wloch				[Signature]
5.	Rachel Oliver				[Signature]
6.	Stephen Edwards				[Signature]
7.	Lydia Jones				[Signature]

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PETITION: Regarding (insert subject matter)

	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? (Please specify)	SIGNATURE
8.	Deane Almonrich				
9.	Nick Finn				
10.	Russell West				
11.	Russell West				
12.	Luca Capelli				
13.	AUST THOMPSON				
14.	DAVID JONES				
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

This petition will be a public document.

7 of 9



PETITION

To the Council of the City of Playford:

We, the undersigned residents of *(insert street, suburb or area)* petition the Council and ask that *(insert the details around petition or request)*
The contact person for this petition is:

Kevin Wilhem 7/100 23 Bellchamber rd 825003900
(Name) (Address) ^{Edinburgh} (Phone)

Petitions are required to be submitted in writing to the Chief Executive Officer 5 clear days prior to the next Council or Committee Meeting via post or email:

City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113
or governance@playford.sa.gov.au

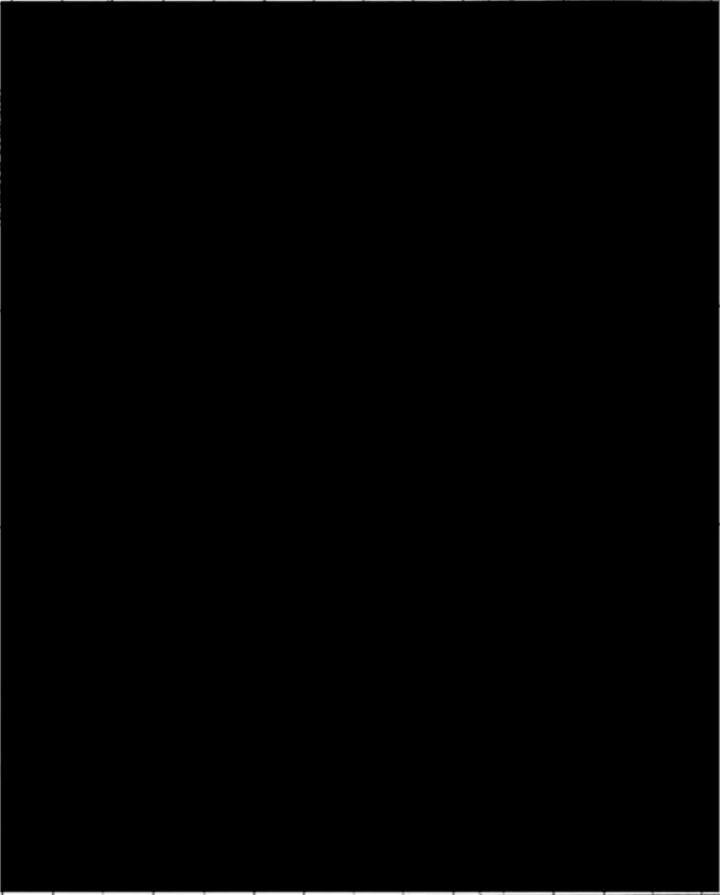
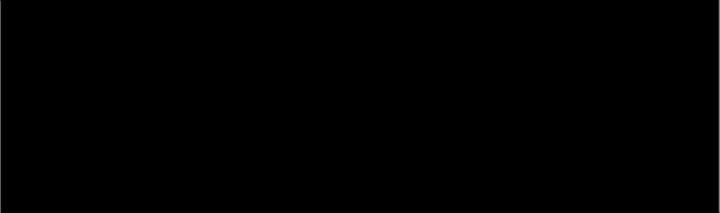
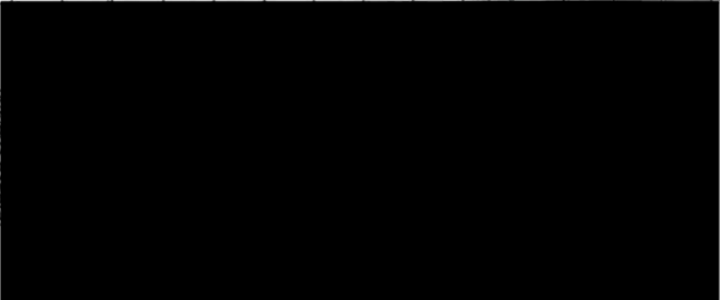








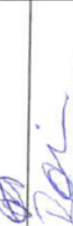


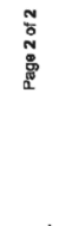


	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER?	SIGNATURE
1.	Jessica Forth	[REDACTED]	[REDACTED]	[REDACTED]	[Signature]
2.	John Hughes				[Signature]
3.	Ian Cooke				[Signature]
4.	Brooke Selby				[Signature]
5.	Phay				[Signature]
6.	Jasmine Trestail				[Signature]
7.	LEON SIMPSON				[Signature]

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PETITION: Regarding (insert subject matter)

	NAME	ADDRESS	PHONE NUMBER	RESIDENT or RATEPAYER? (Please specify)	SIGNATURE
8.	Daniel Grosser				
9.	Lenny Brown				
10.	Robin Hubble				
11.	Brian and Darlene Pitt				
12.	MARK WHITCHER				
13.	CAVIN HIBBERD				
14.	William T. Tre				
15.	Alex Alexandrov				
16.	Sharon Duncan				
17.	Tyler Goshaw				
18.	Jo Folland				
19.	Fiona Brown				
20.	Dani Matschoss				
21.	Rachel Oliver				
22.					

This petition will be a public document.

9 of 9



A: Right side view while standing

B: Left side view while standing



First 2 vehicles unregistered



Vandalised, damaged vehicles



Motions on Notice

13.1 MOTION ON NOTICE - RISK BASED ASSESSMENT TOOL - TREES

Contact Person: Sam Green

Why is this matter before the Council or Committee?

Councillor David Kerrison has submitted the following Motion on Notice for Council's consideration.

MOTION ON NOTICE

1. In support of Council's Tree Canopy Strategy, recognition of the value of trees within our City, and also acknowledging the need to protect public and private infrastructure, Council's administration develop a risk based assessment tool that will provide consistent guidance on when trees are to be removed or retained within Council owned land.
2. That an information session be held with Council regarding the draft assessment tool prior to finalisation.

COMMITTEE REPORTS

STRATEGY AND SERVICES COMMITTEE

***Matters which cannot be
delegated to a Committee or
Staff.***

14.1 TREE CANOPY STRATEGY

Responsible Executive Manager : Tina Hudson

Report Author : Kaarina Sarac

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments : 1 [↓](#). Draft Urban Tree Strategy: Greening Playford

PURPOSE

In line with Motions of Council and following extensive internal consultation, this report provides a tree canopy strategy to Council for consideration and endorsement.

STAFF RECOMMENDATION

Council endorses the Urban Tree Strategy: Greening Playford (Attachment 1), acknowledging delivery of the strategies will be subject to funding through the Annual Business Plan process.

COMMITTEE RECOMMENDATION

4898

1. Council endorses the Urban Tree Canopy Strategy (attachment 1) with an increase of canopy cover from 18% to 20%, acknowledging delivery of the strategies will be subject to funding requests as part of the Annual Business Plan process.
2. A project to plant a total of 2000 local amenity trees over the 2022/23 and 2023/24 financial years be included in the Annual Business Planning process for the coming (22/23) financial year. Funding for the project, in the first instance, will be sought from appropriate grant funds.

EXECUTIVE SUMMARY

The development of this inaugural Urban Tree Strategy: Greening Playford ("the Strategy" provided in Attachment 1) is driven by the need to increase tree canopy and lift the appearance of streetscapes across the City of Playford. In 2020/2021, Council increased funding for street tree replacements to ensure no net loss of trees moving forward. This Strategy builds on this vision, identifies targets and provides specific strategies for managing tree assets across the urban environment.

Increasing tree canopy can occur not only through new trees being planted, but also by improving existing tree maintenance and mitigating risk of tree loss. Therefore, three goals have been identified: tree species diversity, tree health and an increase in tree planting.

1. BACKGROUND

On 22 September 2020, Council passed the following motion:

"A tree canopy strategy to increase tree canopy within the City, with suitable and achievable targets, be provided to Council within 18 months. The development of this strategy will include engagement with Elected Members."

On 9 March 2021 an Elected Member informal gathering was held to discuss:

- Current tree canopy cover and targets across Playford and other metropolitan Councils
- Purpose of developing a strategy
- Potential planting locations, benefits and constraints
- Preliminary cost estimates for planting trees, depending on location

On 21 September 2021 a further informal gathering was held to present an initial draft strategy and gain feedback on the direction of the strategy including:

- Goals addressing tree diversity, health and planting
- Proposing a target of a 20% increase on current tree canopy cover (from 15% to 18%)
- Considering planting programs across four locations – streets, local amenity reserves, linear corridors and private properties
- Providing a plan for tree planting numbers (annually) and associated contribution to canopy cover (in hectares) along with establishment costs, by location

Elected Members provided comment to staff at both informal gatherings, which guided the scope and content development.

2. RELEVANCE TO STRATEGIC PLAN

Council's Strategic Plan 2020-2024 identifies the 'Lifting City Appearance' as one of the five community themes, and incorporates services that maintain parks, open spaces and verges, undertake rubbish removal and support the natural environment.

The Strategy provides a direction to increase tree canopy in a manner that adds to the amenity and to the Community experience of the City. It outlines the current state of play, and identifies new strategies for increasing tree canopy into the future. Planting new trees, and improving maintenance on existing trees will make important contributions to lifting City appearance.

3. PUBLIC CONSULTATION

While there is no requirement for public consultation in order to develop a canopy strategy, the development of the Strategy aligns to community expectations as stated in Community consultation on broad Council directions. These have indicated strong support for increasing tree canopy cover in appropriate locations.

4. DISCUSSION

- 4.1** The Strategy provides clear direction and guidance on lifting canopy cover across the urban areas of the City of Playford over a 25 year timeframe. It aligns to the current State Government target for a 20% increase on tree canopy cover by 2045 (based on 2016 figures) for all metro councils, and provides a clear path to achieving this.

4.2 Path to Canopy Increase

The Strategy recommends a tree canopy increase from 15% to 18% within the City's urban & townships areas. This equates to an estimated 39,000 additional trees to be planted across the City.

<i>Location</i>	<i>Over 25yrs</i>
Street trees	10,000
Local amenity trees	20,000
Linear corridor trees	4,000
Private property	5,000
Total	39,000

While the focus of the Strategy is the current urban footprint of the City, the principles will align to new developments.

4.3 Delivery of the Strategy

Council currently funds the delivery of 1000 new street trees each year, which provides no nett loss to street tree numbers. In order to achieve the intent of the Strategy, additional tree planting services within Council owned and maintained corridors and local amenity parks will be required. This strategy provides guidance to increase the tree canopy across the urban areas of the City but is silent on funding as these are managed on an annual basis according to budgetary opportunities and constraints.

5 OPTIONS

Recommendation

Council endorses the Urban Tree Strategy: Greening Playford (Attachment 1), acknowledging delivery of the strategies will be subject to funding through the Annual Business Plan process.

Option 2

Council does not endorse the Urban Tree Strategy, and further engagement with Elected Members is undertaken on the areas of:

- _____
- _____
- _____

6 ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

If endorsed, the Strategy provides direction and guidance to the administration on the level of tree canopy increase that is desirable and the support for the identified strategies.

As a public document, the Strategy is also a commitment to the community on the Council's future direction in this area of work. If funded through future budget planning processes, the strategies will ensure Council meets the *30 Year Plan for Greater Adelaide* targets for metropolitan Councils. These aspects make an important contribution to Council's environmental reputation both within the local community and broader local government sector.

Risk Appetite

Service Delivery

Council has a moderate appetite for supporting and enhancing existing services and programs to improve the social, recreation and health and wellbeing outcomes for residents; and driving social and economic transformation through a number of major projects and Council initiatives, which will create jobs and act as a catalyst for private investment into Northern Adelaide to support the growing population.

This decision will improve community social health and wellbeing by making a significant contribution to lifting city streetscape and local park amenity.

The Strategy recommends doubling the number of trees being planted each year, compared to current planting. This addresses historic gaps in street trees within our existing urban footprint, and provides a cooler, greener canopied environment on dryland reserves that are not otherwise developed.

6.1.2 Financial Implications

There are no direct financial or resource implications from endorsing the Strategy. Funding decisions on implementation will be considered by Council through the Annual Business Planning process.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option provides guidance on areas requiring further consultation with Elected Members to determine areas for review and amendment. This will delay finalisation of the Strategy.

6.2.2 Financial Implications

There are no financial implications from this decision, as funding is to be determined through Annual Business Planning processes.



Greening Playford
February 2022

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ABOUT THE CITY



The City of Playford is home to 100,000 residents and has an urban footprint extending approximately 6650 hectares (June, 2021).

The City was established as a garden city for the northern suburbs with wide linear reserves and creeklines, which remain as open spaces for residents to enjoy and recreate.

Our City's urban area extends from the hills face zone west to the Northern Expressway, and includes the townships of Virginia, Angle Vale and One Tree Hill.

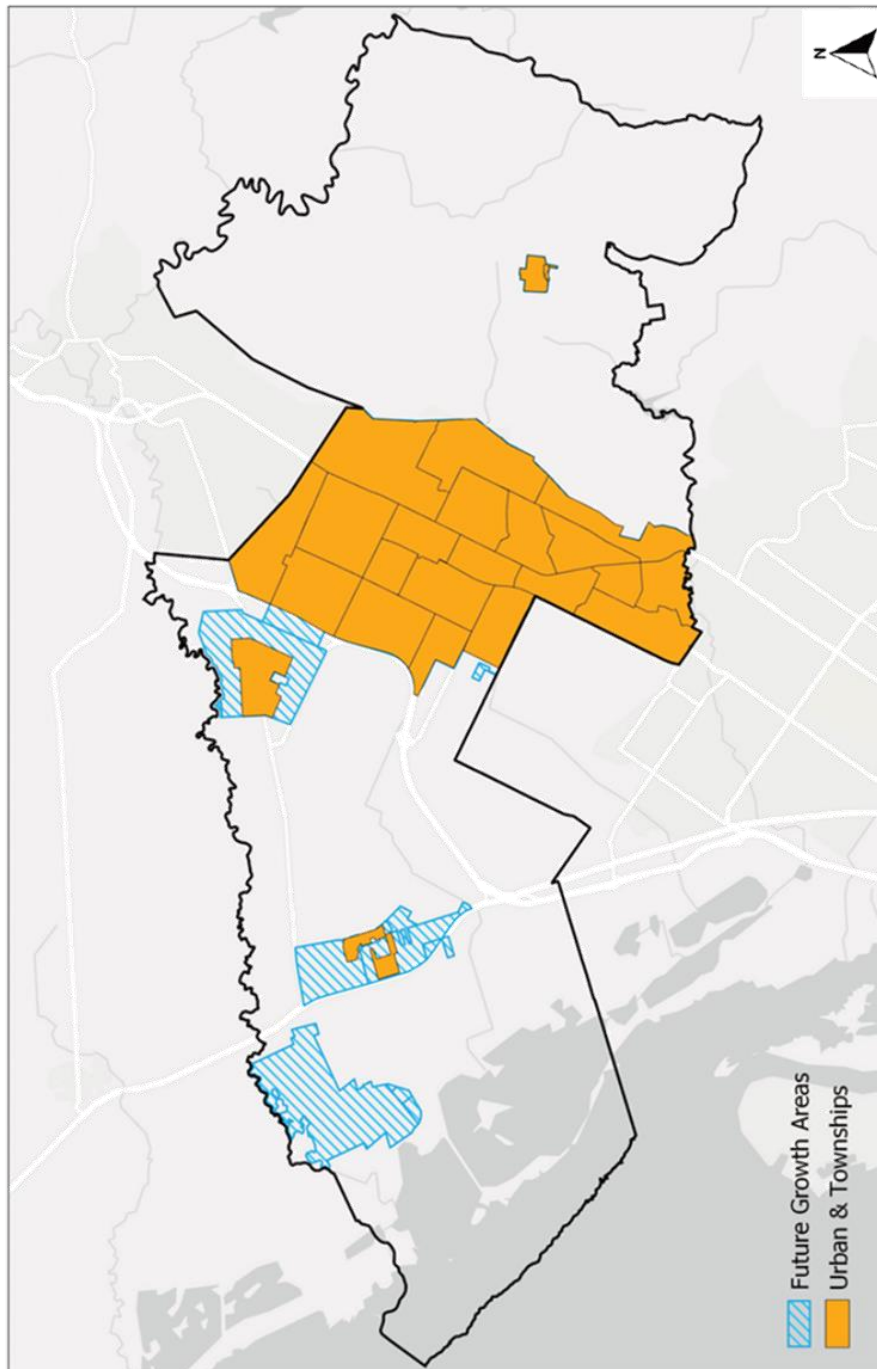
In the older established areas, large suburban blocks remain but recently developed areas have a smaller block size and higher density. The City is forecast to grow 30% over the next 15 years.

In planning the future state of our City, we build on the original foundations and aspire to a greener, cooler environment that supports healthy outdoor activity and liveability for residents.

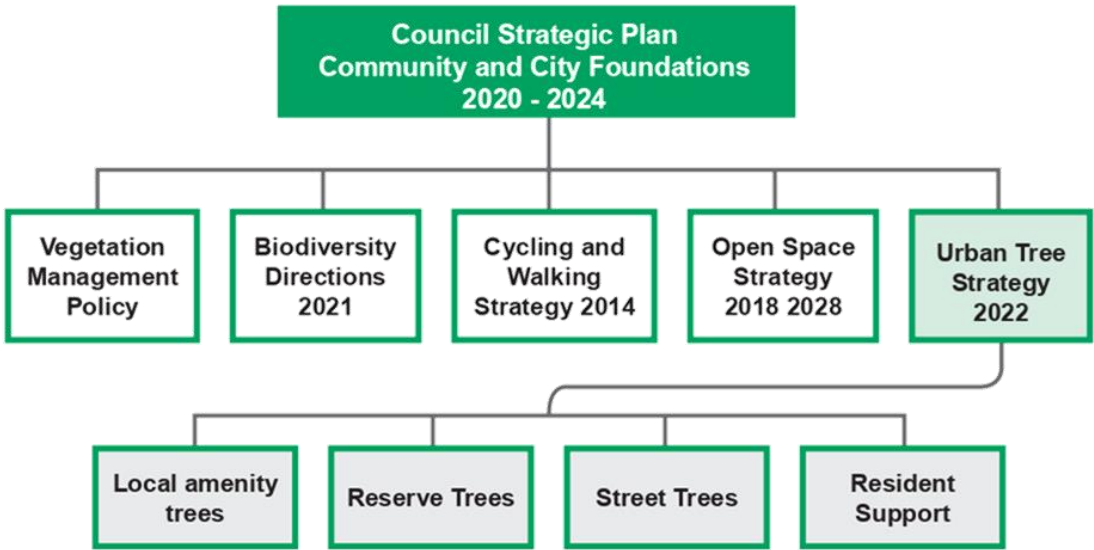


URBAN FOOTPRINT

This strategy is primarily focused on increasing tree canopy within the City's current urban footprint. Tree planting in growth areas is undertaken through development planning processes.



OUR PLAN



This Strategy is underpinned by the *Council Strategic Plan 2020 - 2024*, and supports Theme 2: Lifting City Appearance. The Strategy works alongside related strategic planning documents addressing asset renewal, cycling and walking, biodiversity and open space.

This is the City of Playford's first Urban Tree Strategy, and is driven by the need to increase our tree canopy and lift the appearance of streetscapes.

In 2020/2021, Council increased funding for street tree replacements, to ensure no net loss of trees moving forward. This Strategy builds on this vision, to identify targets and specific, local strategies for managing tree assets across the urban environment.

Work in recent years across the Adelaide metropolitan area has enabled Council to better understand the data, challenges and benefits of urban greening for our local environment. Our urban tree canopy cover is 15%, which includes both public and private lands. The average for Adelaide metropolitan councils is 25% canopy cover¹.



¹.Aerometrex (2019) *Tree canopy coverage across Metropolitan Adelaide derived from discrete, multi-return LIDAR data.*

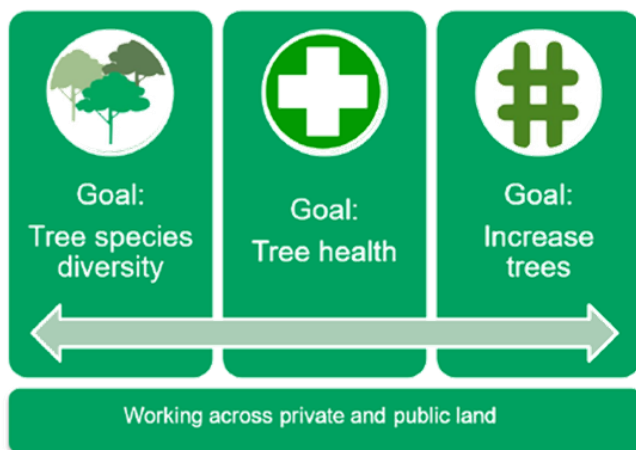
OUR GOALS

Council recognises that our trees are important natural assets that have intrinsic and financial value to our community.

It is critical to both current and future generations that these assets are well managed across their lifetime. Therefore, this strategy considers not only new tree planting, but also our urban tree species diversity and tree health.

Our goals are to:

1. Plan for tree species diversity
2. Support tree health
3. Increase tree planting



BENEFITS

Cooling and Shading

Trees provide cooling through both transpiration and shade. As trees exhale water vapour, they have a cooling effect on the surrounding air temperature. In addition, shade provides direct relief from the sunlight on sunny days.

A 2014 Melbourne study comparing the air temperature of two residential streets on very hot days, found the tree lined street was 0.2 - 0.9C cooler compared with the non-tree lined street.



Streetscape Appearance

Leafy green streets and suburbs are preferred by residents when choosing where to live and work. Council's community engagement report, *'Foundations for our Future. What We Heard'* was the result of consultation undertaken to develop our strategic plan. This report identified that maintenance and beautification of the City is a high priority for residents². This feedback included comments on tree maintenance and greening of suburbs.

A study on the effect of street trees on property value in Perth found that a broad-leafed tree on the street verge increased the median property price by about \$16,889, or 4.2% of the median value of the property (\$395,000) in the study area. Other studies show property values can be increased between 5% and 20% by the presence of trees³.

Wildlife Habitat

For urban wildlife to survive and thrive in our cities, they need habitat in which to nest and feed. All trees provide a potential home for fauna, including microbats, bird species, reptiles and insects, whether those trees are in our streets, our backyards or in our parks and reserves.

Health and Wellbeing

Trees have a positive impact on our physical and mental health, with time in nature proven to reduce a person's chances of developing a range of diseases, including diabetes, cardiovascular disease, stroke and depression⁴.

For children, nature contact is particularly relevant, with studies showing benefits include better cognitive function, greater happiness as adults and a lower risk of developing a mental disorder.

2. City of Playford (2020). *Foundations for our Future. What We Heard Report*. pg 23

3. Pandit, et al., (2013) *Valuing public and private urban tree canopy cover*. *The Australian Journal of Resource Economics*

4. Planet Ark (2019). *Living Cities: Trees in the Urban Environment*

ISSUES & CHALLENGES

Climate Change

Our climate is changing, resulting in a number of impacts relevant to tree canopy planning and management:

- Higher temperatures
- Warmer spring temperatures
- Increased frequency of very hot days
- Decline in average annual rainfall
- Greater decline in spring rainfall than any other season
- Increase in the length of droughts
- Increase in the number and intensity of heavy rainfall events
- Increase in projected evapotranspiration⁵ across all seasons.

The current CSIRO climate scenarios for Adelaide project that by 2050 there will be:

- an increase in annual daily maximum temperature of 1.8C
- an increase in the number of days per year above 35C from 17 to 27 days
- an overall decline in annual rainfall by 8.4%

Water and Soil Moisture

Urban trees are faced with a challenging environment to thrive in, needing to deal with compacted soils, competing infrastructure, and narrow soil profiles.

These can be managed by ensuring an adequate water supply to support tree growth and longevity.

Water supply in the early years of establishing street trees is, however, the most expensive component of urban trees, contributing to 40% of the overall establishment cost.

Urban heat island

A comfortable local temperature is an important factor in the liveability and enjoyment of our streets, parks, walking, cycling paths and neighbourhoods.

Urban heat islands result when hard surfaces such as pavement absorb the sun's rays, trapping heat and resulting in areas which are significantly warmer than others.

We can improve liveability and reduce the heat island impacts by increasing tree canopy and shade. City of Playford has undertaken heat mapping and uses this information for planning projects that support urban greening.

Urban growth

The City of Playford is a peri-urban local council experiencing significant residential development growth. The shift towards smaller residential blocks presents challenges for establishing trees and canopy cover.

Along with challenges, urban development creates opportunity for trees. Many new development areas occur on previously cleared agricultural lands, resulting in an increase of canopy when street trees are planted and new parks are created.

5. The process by which water is transferred from the land to the atmosphere by evaporation from the soil and other surfaces and by transpiration from plants.

COUNCIL LANDS

Council manages significant areas of open space which can provide suitable land for tree planting depending on its current use, future plans and existing vegetation. The maps below categorise Council lands according to suitability for tree planting.



- Potential lands for local amenity trees (*see page 20*)
- Potential lands for linear corridor trees (*see page 21*)
- Lands unlikely to be suitable

*Top: One Tree Hill
Bottom: Virginia*

WORKING TOGETHER

This strategy considers the land tenure, locations and actions that are available to increase tree canopy.

Improving urban tree canopy requires works on Council land, along with initiatives that support trees on private lands and in new developments.

Council Land

Council already aims to achieve no net loss of trees or native vegetation on Council land. Council recognises the importance of trees and native vegetation as community assets that enhance the city and contribute to resident well-being.

As per the *Vegetation Management Policy 2021*, where the removal of trees and native vegetation is required on Council lands, Council is committed to applying the mitigation hierarchy principles in the following order:

- avoid impact
- minimise impact where avoidance is not practicable
- rehabilitate onsite where degradation occurs
- off-set where a significant impact remains: within the Council area if possible, or through financial contributions if required

Other Government Land

In Playford, the State Government has responsibility for a number of main roads and the associated streetscapes, including Angle Vale Road, Main North Road, John Rice Avenue, Womma Road and others.

Other government lands also include defence land, public housing, railways, national parks and conservation areas.

Private Land

For the purposes of this strategy, private land is focused on residential uses within the City's central urban area and the townships of Angle Vale, One Tree Hill and Virginia.

Council's role in tree removal on private property is guided by the the *Planning, Development and Infrastructure Act 2016* and State Planning Code. Council administers the Code in the development application process, which includes requests to remove significant or regulated trees on private property.

New Development

Playford is one of the fastest growing areas in South Australia, undergoing significant urban growth.

For land divisions within Playford, developers work with Council to determine open space requirements, and appropriate street tree plantings.



GOAL: TREE DIVERSITY

Species diversity is an important consideration for Council in planning and managing the City's trees. A diverse age and mix of species reduces the risk of significant tree loss from pests or diseases that may target a particular species, genus or family type.

Tree diversity should be set as high as realistically possible with the understanding that there are limitations on the species that perform well in the urban environment and meet a site's requirements.

For example, the City of Sydney has a commitment to work towards:

- No more than 30-40% of any one family
- No more than 20-30% of any one genus
- No more than 5-10% of any one species

Council is currently surveying and collecting data on our City's trees. This information will enable annual planning to consider the age profile and species mix across Council's trees, to ensure the risk of large scale tree loss is reduced.

Tree Diversity Strategies:

- 1.1 Street tree planning to consider the tree species profile within a suburb and achieve:
 - Both evergreen and deciduous species
 - Biological diversity across Family, Genus and Species classifications
- 1.2 Planning to consider species suitability under predicted climate change scenarios, using research tools such as the *Interactive Plant Features* tool⁶.
- 1.3 Undertake analysis of tree survey data to understand the City's tree diversity and age profile
- 1.4 Trial and evaluate the performance of newly developed species from nurseries

⁶ Tool developed as part of *Which Plant Where*, a five-year research program investigating how well current landscaping species will cope under the more extreme climates that Australia's cities will face and investigate opportunities for new species and varieties for the urban context.

GOAL: TREE HEALTH

Council is collecting information on tree age, size, health, risks and maintenance requirements, in order to better plan and manage these assets.

Trees are assessed on a variety of different health attributes, including condition, limb structure and useful life expectancy (ULE). A tree may be in good overall condition and have variable structure or life expectancy, as each attribute is measuring a different aspect of health.

A key purpose of tree inspections is to identify trees with poor physiological or structural condition. Where this is identified, Council undertakes tree management works to reduce the risk to an acceptable level, in accordance with Australian standards. This is critical to supporting long-term health outcomes and amenity of our trees.

When a tree needs to be removed due to poor health, this represents both a financial cost and an aesthetic and environmental loss for our community. All management options to improve the health and prolong life will be explored before tree removals.

Older trees have veteran tree management practices applied. This is to manage and extend the trees' life for as long as possible, while maintaining community safety.

Senescent trees (undergoing the process of aging and dying) may be retained where they have particular importance as wildlife habitat, for example where tree hollows are present.

Tree Health Strategies:

- 2.1 Monitor and maintain a dataset recording the health and maintenance requirements of each street tree in accordance with the Australian standard (*AS4373-2007 Pruning of Amenity Trees*).
- 2.2 Implement formative establishment tree program for younger trees
- 2.3 Trial and test new water sensitive urban design (WSUD) infrastructure, including tree pits and rain gardens, to improve water availability, canopy size and tree health
- 2.4 Undertake biodiversity pod planting⁷ of groundcovers and shrubs to support the health of older established trees in large reserve systems
- 2.5 Undertake veteran tree management practices to assist with tree longevity and contribution to wildlife habitat

7. Planting diverse species as a buffer around older established trees in reserves

GOAL: INCREASE TREE PLANTING

Urban trees are important to our sense of place and how we feel about the community we live in. Well maintained and planned urban streetscapes lift the appearance of our neighborhoods, and in doing so, our wellbeing and local pride.

Each year, Council replaces street trees that exhibit poor health and structure, have died or been vandalised. While replacement trees may not be planted in the exact location, overall, there is no long-term net loss of street trees.

In addition to ensuring no net loss of trees, Council can increase our urban tree canopy to align with the *30 Year Plan for Greater Adelaide*. The Plan aims to make Adelaide a more liveable, competitive and sustainable City, and includes a target for a 20% increase on tree canopy cover by 2045 (based on 2016 figures) for all metro councils.

For the City of Playford, a 20% increase in tree canopy equates to an additional 200 hectares of canopy across the urban area. This is an increase from 15% (currently) to a total of 18% canopy cover.

Target: The City of Playford to achieve 18% urban canopy cover by 2045

How many trees?

Location	Over 25yrs
Street trees	10,000
Local amenity trees	20,000
Linear corridor trees	4,000
Private property	5,000
Total	39,000

8. Aerometrex (2019) Tree canopy coverage across Metropolitan Adelaide derived from discrete, multi-return LIDAR data.

Where to plant trees?

Council has 1,033 hectares of open space and the public recreation purpose and use varies depending on the classification (*Open Space Strategy, 2018*).

	Classification
More Useable	Local Park
	Neighbourhood Park
	District Park
	Regional Park
	Sportsground
	Linear Open Space Corridor
	Wetlands
Less Useable	Civic Plaza
	Minor Park
	Restricted Sportsground
	Windbreak
	Other / Not Classified

In addition, open space within close proximity (up to 50m) from residential housing provides a direct tree canopy benefit and streetscape appearance lift. These open space areas may be classified as local parks, minor parks, or windbreaks.

For the purposes of this strategy, trees planted in proximity to housing are described as local amenity trees.

Linear corridor trees are planted in biodiversity and creekline reserves. They form part of the recreation and pedestrian experience of the City. 38% of land across the City is privately owned⁸, so it is important that trees on private property are also part of increasing tree canopy. This strategy will provide support and incentives for residents to make a contribution.

STREET TREES

Street trees provide economic, social and environment benefits. Trees have an important role in improving liveability, providing shade and lifting the appearance of our streetscapes.

Determining appropriate locations for street trees to thrive requires considerations such as the location of underground services, ongoing maintenance needs and potential future conflicts with infrastructure. With good planning, these conflicts can be minimised.

The street tree program includes planting new trees, maintaining and pruning all trees and removing those that are dead, damaged or unsafe.

Life Cycle of Street Trees

Street trees require different attention and maintenance throughout their life cycle.

Planting

There is the initial investment in planting, mulching, fertilising, staking and protecting a new tree.

Establishment

Street trees need three years of watering, according to seasonal conditions. New trees also require formative pruning to be able to establish the trees' structural integrity and aesthetics.

Maturity maintenance

Street tree maintenance and pruning is undertaken according to a precinct schedule and the requirements of specific species.

Decline

Where a street tree is in decline, an assessment is made on whether to remove the tree or undertake veteran tree management practices. This decision considers the age of the tree, habitat value and the streetscape aesthetic value.

Tree Species

Factors taken into consideration when selecting street tree species include:

- Historic understanding of the local advantages and disadvantages of a particular species
- Current species diversity in the suburb or wider area
- Nursery availability
- Orientation to the sun (north/south) where relevant to property setbacks
- Tree species canopy spread, seeking to maximise canopy while providing an appropriate tree for the location
- Underground services and overhead powerlines
- Proximity to infrastructure and property
- Tree form, aesthetics and context (uniformity or planned pattern for streetscape)
- Future infill and possible location of additional driveway
- Biodiversity value and habitat

There is no 'perfect' tree species that will address all of the constraints and requirements of a location. Rather there are advantages and disadvantages, and Council takes the approach of balancing these to determine the right tree for the right location.

Tree size and spacing

Tree planting can be challenging due to proximity to driveways, houses, underground services or encroachment into driver sight lines.

Council therefore seeks to maximise the number of street trees that are planted, and will undertake planting in all suitable locations.

Tree removal

Street trees are removed where they are dead/dying, or identified as a risk to public safety or infrastructure. Council trees will not be removed for other reasons, including leaf/fruit litter, solar panel shading or species preferences.

Residents may request tree removal for development purposes, such as a driveway. If a development application is approved, the resident is required to reimburse Council for the value of the removed tree. The fee is determined within Council's Fees and Charges and aims to cover the loss of amenity along with replacement and maintenance costs.

Tree planting

Council has an annual street tree planting program, which this strategy recommends to increase from 1000 trees (which maintains no net loss) to 1400 (to increase canopy) per year.

Street trees are planted in a manner to maximise water truck route efficiency and the planting numbers for a suburb.

In addition to this, the street tree program is aligned with the road renewal program. This means that if a road seal, kerbing or new footpaths are being installed, missing street trees are planted where it is practical to do so.

Council aims to support residents who request a street tree, which are planted in the next season (May – August annually).



STREET TREE LAYOUTS

Council has a number of typical street types with associated constraints and opportunities.

A) Defined verges

Increased funding for street tree planting provides the opportunity to accelerate the annual street tree program and allow tree gaps in established suburbs to be planted.

Where there are underground services or overhead power lines on one side of the road, smaller species may be required.



Concept Image (above): Example of where street tree layouts may have alternate species on either side of the road to allow tree canopy to be maximised.

B) Undefined verges

In some suburbs, the streetscape is designed with the footpath at the back of kerb or have no footpath, which means the verge area is undefined. Where this occurs, residents may be maintaining the full property frontage or may not realise the verge section is Council land.

Street verge planting opportunities may therefore be challenging. Council will aim for verge planting in consultation with adjoining residents, along with encouraging and supporting tree planting on private property in these areas.



Concept Images (above) : Example of street where verges are not defined, and there may be less opportunity for street tree planting.

C) Parks opposite housing

A common residential street design is to have housing opposite a minor park or reserve.

In these locations on the park side of the streetscape:

- larger tree species can be planted, providing more canopy
- local native tree species are preferred
- tree layout is natural rather than in straight lines



Concept Image (above): Example of larger tree species and denser planting on the park side of the streetscape.



PRIVATE PROPERTY

Residential property comprises 38% of lands within the City of Playford, and therefore is an important aspect of increasing tree canopy.

Residents with access to private open space will usually have sufficient space to plant a tree.

Council can play a role in communicating the importance of our urban trees and deliver programs that support resident actions.

The rules about trees on private property are primarily governed by the State Government under the *Planning and Design Code*. For existing residential properties, the Design Code provides guidance on the pruning of neighbouring trees or removal of significant and regulated trees. In developing new residential areas, the Code determines block sizes, tree planting and deep soil root zones.

Private Property Support Strategies:

3.1 Develop an annual program to provide subsidised trees to residents for private property

3.2 Establish an 'Adopt a Tree' program, encouraging residents to look after, and water their street tree

3.3 Increase resident communications, to notify about upcoming street tree planting and provide information about the benefits



LOCAL AMENITY TREES

The term local amenity tree refers to trees planted in windbreaks, local or minor parks that are directly opposite housing.

In these locations the trees are considered part of the collective streetscape experienced by a resident.

Planting new trees on non- irrigated parks provides a number of benefits:

- increasing canopy
- lifting amenity
- providing wildlife habitat
- larger tree species possible compared to street trees
- cost effective rate (when compared to traditional street tree planting)

Large locally native species are preferred, for example:

- Eucalyptus camaldulensis (River Red Gum)
- Eucalyptus porosa (Mallee Box)
- Eucalyptus leucoxydon (Blue Gum)



9. These are 1.5L trees that are grown for 8-12 months in a nursery before planting.

Growing Tree Canopy Strategies:

4.1 Tree layout that is natural rather than in straight lines, allowing for open sunny areas and heavier canopied areas.

4.2 Use a mix of tube-stock and rocket pots⁹ for planting in local parks. Mature size trees may be included where appropriate.



Left: Tree planting layout and estimated future canopy

Top: Local park in Elizabeth Grove

Bottom: Anticipated future canopy coverage, after planting trial undertaken in 2021

LINEAR CORRIDOR TREES

The City has large biodiversity corridors that support a cooler climate, habitat for wildlife and outdoor recreation experiences for residents.

These areas are identified in the Biodiversity Directions 2021 report, and include Adams Creek, Smith Creek, Little Para River, Jo Gapper Reserve and Whitford Reserve.

Many large older trees exist in these areas. Their health can be supported by planting a mix of shrubs and groundcovers near them to encourage beneficial insects and other positive symbiotic relationships.

Growing Tree Canopy Strategies:

5.1 Plant locally native tree species that have the capacity to develop hollows for wildlife habitat.

5.2 Include trees and landscaping in capital works, such as new footpaths in reserves and open space projects

5.3 Support health of existing trees by landscaping and supporting biodiverse plant communities.



APPENDIX: DATA APPROACH

This plan is informed by analysis of the following spatial datasets:

- Council tree survey
- LIDAR derived tree canopy cover
- Open Space Strategy
- Cycling and Walking Strategy

The Council tree survey is currently underway and is a field assessment of all trees on Council land. This is a live dataset, which is updated as onground work occurs (maintenance pruning, planting or removal). The survey includes information on the tree size, health, location and maintenance needs of each tree.

This data is used to understand:

- average tree canopy size across different species
- number of empty street tree locations in each suburb
- species diversity mix

In 2020, the City of Playford was part of a collaborative project with other metropolitan Adelaide councils to map the extent of tree canopy using LIDAR (Light Detection and Ranging). This data is publicly available via an online Heat and Tree Mapping Viewer. See <https://data.environment.sa.gov.au/Climate/Data-Systems/Urban-Heat-Mapping>

This data is being used to:

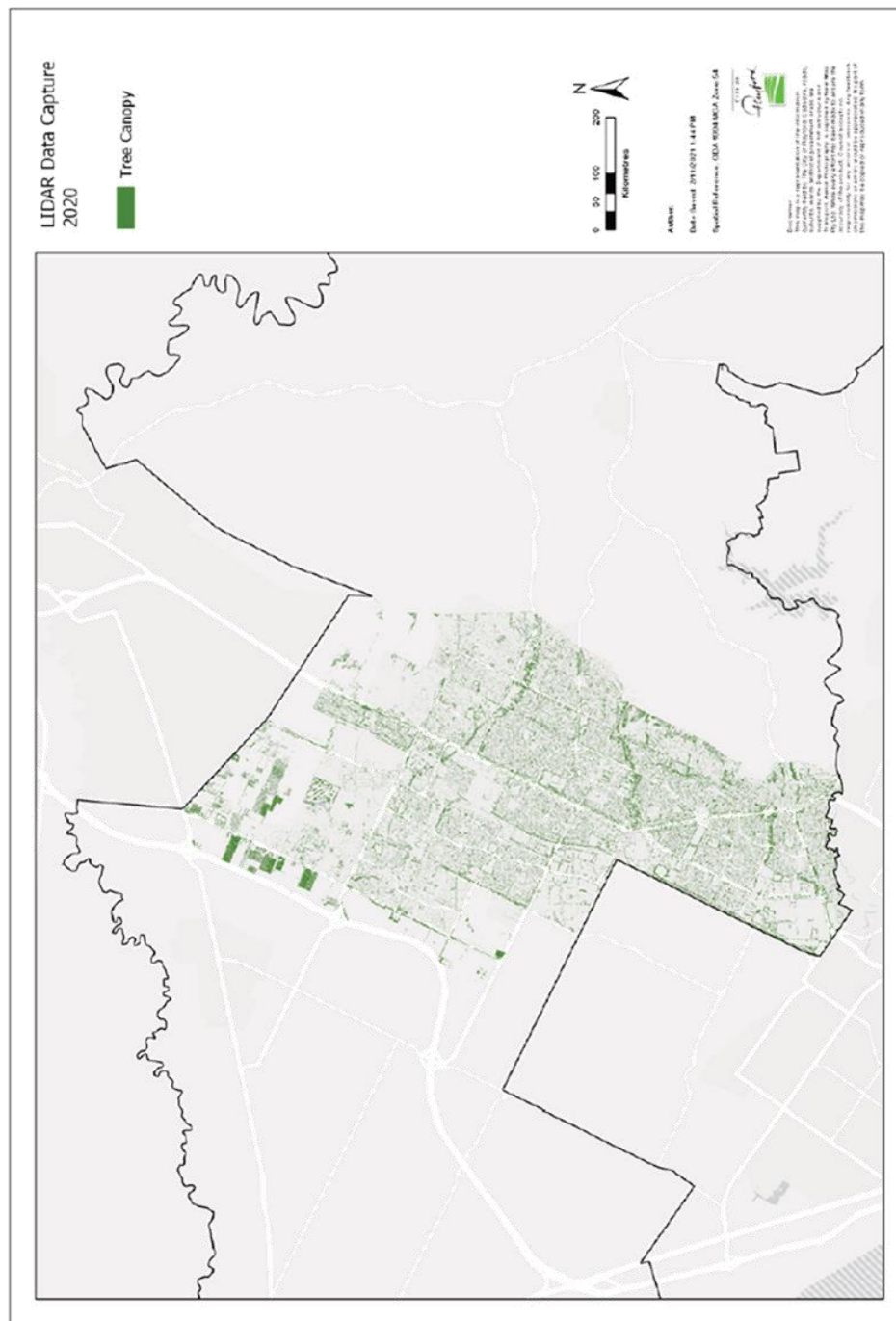
- Understand the current tree canopy cover
- Determine the available Council land (hectares and locations) that have a canopy deficit
- Provide visual display of canopy extent in each suburb

Urban area	6652 hectares
Current tree canopy %	15%
Current tree canopy HA	998 hectares
Increase to 18% canopy	200 hectares

This information is used in conjunction with Council's two key planning documents relating to the use of open space and pedestrian movement across the City. The Open Space Strategy 2018-2028 and the Cycling and Walking Strategy 2014. LIDAR data capture across metropolitan Adelaide is likely to be undertaken at regular intervals (3-5 years), and this will provide a consistent measure for tree canopy trends.

LIDAR DATA

LIDAR (Light Detection and Ranging) data capture of the extent of tree canopy. A tree is defined as being over 3m in height



APPLYING DATA

Annual planning for street tree and local park amenity trees will be informed by LIDAR data, tree survey data and open space planning.



14.2 COMPOSTABLE BAGS PROVISION

Responsible Executive Manager : Tina Hudson

Report Author : Kaarina Sarac

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

PURPOSE

To determine provision of at-cost kitchen caddies and compostable bags through Council, and to include these into the Schedule of Fees and Charges.

STAFF RECOMMENDATION

Council add the following items to the schedule of Fees and Charges:

1. Ventilated kitchen caddy and roll of compostable bags \$8.00 incl GST
2. Roll of compostable bags \$5.00 incl GST

COMMITTEE RECOMMENDATION

4899

That the report be deferred to allow for a more comprehensive report to be provided within the next 3 months.

EXECUTIVE SUMMARY

The placement of food scraps into green bins is a highly desirable environmental and financial outcome for our community, as waste is diverted from landfill to cheaper and more environmentally friendly alternatives. Provision of ventilated kitchen caddies and compostable bags assists our community in this waste diversion.

It is proposed to add these items to the fees and charges register, allowing Council to provide these items to the community at a low 'at-cost' price, and in doing so, continue to encourage food scrap diversion into the green bin.

Council is able to provide items at a charge under section 188 (1)(d) of *the Local Government Act 1999* provided that:

1. The fees do not exceed a reasonable estimate of the direct cost to the council in providing the materials; and
2. Under S44(3)(j) council must determine the fees charged under S188(1)(d).

1. BACKGROUND

All residents who purchase a green bin have been provided with a kitchen caddy since 2014/15. In addition, Council has been providing free caddies for all residents who request these.

In September 2021, NAWMA changed its provision of caddies from 'closed' to 'ventilated' with one roll of compostable bags also provided, meaning that all people who purchase a green bin from NAWMA receive these items.

Council may provide caddies and compostable bags to those residents who are not purchasing a green bin at a charge subject to inclusion in the Schedule of Fees & Charges.

2. RELEVANCE TO STRATEGIC PLAN

Theme 3: Connecting with our community and each other: Specifically to assessing what we do to ensure the design of services and development of infrastructure meets the needs of our community, and to placing a community and customer experience lens on everything we do. Social media commentary and various feedback received over the years indicate that the community would like access to compostable bags.

Theme 5: Using money wisely: Specifically to making the most of existing resources and continually reviewing the best way to do things.

3. PUBLIC CONSULTATION

There is no requirement to consult with the community on this matter. Community members identify a desire for access to caddies and bags on social media, and in previous conversations about ways to support food waste diversion from landfill.

4. DISCUSSION

- 4.1** Council has been providing closed (unventilated and unlined) kitchen caddies free-of-charge to residents who request these since 2014 in order to assist them with reducing food waste going to landfill, and recognising that residents who obtained green bins in earlier years may not have received a caddy with their bin.
- 4.2** As of September 2021, NAWMA has made the decision to offer ventilated caddies along with one roll of compostable bags to residents who purchase a green bin. These are now the only caddies available to residents and require a compostable bag to function.
- 4.3** The ventilated caddies and bags are considered best-practice and are provided throughout many metropolitan Adelaide Councils. The bags are required for a ventilated caddy to work properly, with the bags being the major cost component as these are required in an on-going manner.
- 4.4** Compostable bags are available through grocery stores at a cost of approximately 12 cents/bag (in various sized rolls, usually around 25 bags). NAWMA is able to source bags at approximately 6 cents/ bag for a roll of 75 bags.
- 4.5** With Council having provided caddies at no-cost since 2014, all new green bins being provided with a caddy, and with the change in provision toward ventilated caddies with bags, it is proposed that:
 - (1) Council provide caddies 'at cost' as there has been an extensive 'grace' period for people to obtain a caddy if they had lost one or purchased their green bin prior to 2014.
 - (2) Council commence providing compostable bags at cost to support their use without a cost imposition to the broader community.

- 4.6** Under section 188 (1)(d) of *Local Government Act 1999*, Council may impose fees and charges for providing materials. Under s188(2a) fees or charges under s188(1)(d) must not exceed a reasonable estimate of the direct cost to the Council in providing the materials; and under s44(3)(j) Council are not allowed to delegate the fees charged under s188(1)(d).
- 4.7** By providing access to these items at a low at-cost price, Council provides support to those residents who are engaged and enthusiastic about disposing food scraps appropriately. This provides an ability to support residents prior to future decisions on directions relating to overall waste diversion options.
- 4.8** Both the State Government and NAWMA have identified strategic priorities to divert food scraps from landfill. Conversations on options are occurring, with staff intending to bring these to Council at an appropriate time. Provision of caddies and compostable bags at-cost aligns to anticipated future directions to support the community efforts to divert food scraps from landfill without precluding any options.
- 4.9** To determine an at-cost price, the current charges through NAWMA are used. NAWMA charges \$7.89 incl GST per caddy with a roll of compostable bags. NAWMA anticipates being able to purchase compostable bags at \$4.50/roll of 75. These are rounded to a full dollar value, to help cover the administration of providing these items, resulting in the following proposed Fees and Charges:
- (1) Ventilated caddy with one roll of 75 bags - \$8.00 incl GST
 - (2) Roll of 75 bags - \$5.00 incl GST
- 4.10** Collaborative discussions are occurring between Council staff and NAWMA regarding potential expansion of the green bin service to the community, forming part of a strategy to address rising costs of waste disposal for our community.
- 4.11** Further recommendations on ventilated caddy provision and compostable bags may be made as part of this broader strategy.
- 4.12** The addition to the fees and charges register now allows for the provision of these items to our community at a low 'at-cost' price, prior to any further recommendations about green bin provision more broadly.

5. OPTIONS

Recommendation

Council add the following items to the schedule of Fees and Charges:

1. Ventilated kitchen caddy and roll of compostable bags \$8.00 incl GST
2. Roll of compostable bags \$5.00 incl GST

Option 2

No kitchen caddies or compostable bags be provided through Council service centres.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

This option provides for on-going support to those residents who wish to dispose of food waste through the green bin at no cost impact for the broader community. It does not preclude broader conversations around food waste diversion from landfill, however ensures support is provided immediately to those residents who are early adopters and already motivated.

As all residents who purchase a green bin receive a caddy and a roll of bags, these costs only apply to those residents who have lost their caddy or who have used up their provided roll of compostable bags.

The proposed prices are competitive for the products proposed. Minor administration charges to cover costs are included in the proposed price of bags. This will help cover storage, distribution, and associated administration of supply while retaining a competitive price.

Risk Appetite

Financial Sustainability

Council has a low appetite for short-term financial risk that adversely impacts on the delivery of the long term financial plan and the Council's overall stability and sustainability.

This decision will provide access to a kitchen caddy and on-going compostable bags without imposing costs on all residents.

Service Delivery

Council has a moderate appetite for supporting and enhancing existing services and programs to improve the social, recreation and health and wellbeing outcomes for residents; and driving social and economic transformation through a number of major projects and Council initiatives, which will create jobs and act as a catalyst for private investment into Northern Adelaide to support the growing population.

This decision will provide access to kitchen caddies and compostable bags at a low cost, which creates a small barrier to use of a service.

6.1.2 Financial Implications

As the option provides for at-cost pricing for items, there are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option protects Council from the risk of continuing to provide caddies at no cost as a demand for the compostable bags develops. It removes the ability to provide these items at a low (at-cost) fee but ensures Council is not at risk of a financial pressure from a high unbudgeted demand for these items.

There is some negative publicity risk of not providing any access to caddies, however as residents have had more than 6 years to take advantage of free caddy provision, the risk is considered low.

6.2.2 Financial Implications

There are no financial implications associated with removing the caddy provision.

Note that providing continued access to free caddies and introducing free bag provision will result in an unbudgeted cost pressure on Council.

STAFF REPORTS

***Matters which cannot be
delegated to a Committee or
Staff.***

15.1 REPRESENTATIVES FOR 2022 LGA AND ALGA MEETINGS

Responsible Executive Manager : Dale Welsh

Report Author : Owen Perry

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments : 1. Council Member Training and Development Procedure
2. Previous Attendance to LGA/ALGA events

PURPOSE

To determine Council attendance and the voting delegate to the Local Government Association (LGA) and Australian Local Government Association (ALGA) meetings to be held throughout 2022.

STAFF RECOMMENDATION

Decision 1

Local Government Association Ordinary General Meeting: Date: 7-8 April 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the LGA Ordinary General Meeting to be held at the Adelaide Entertainment Centre on 7 and 8 April 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 2

Australian Local Government Association National General Assembly: Date: 19-22 June 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the ALGA National General Assembly to be held in Canberra from 19-22 June 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 3

Local Government Association Annual General Meeting: Date: 28 October 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the LGA Annual General Meeting to be held at the Adelaide Oval on 28 October 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

EXECUTIVE SUMMARY

Council is presented the opportunity to appoint the voting delegate and attendees to the 2022 ALGA National General Assembly, the LGA Ordinary General Meeting (OGM), and LGA Annual General Meeting (AGM).

The ALGA National General Assembly, LGA OGM, and LGA AGM are annual events which Council Member representatives from the City of Playford have attended in previous years. These events present Council Members the opportunity to liaise with other council representatives and to consider challenges, opportunities, policy and decision-making facing the local government sector to improve the delivery of services to the community.

As per the *Council Member Training and Development Procedure* (the Procedure) (Attachment 1) the Council may appoint the Mayor and a maximum of two Council Members to attend these events. For previous events, the Mayor has been appointed as the Council's voting delegate. Additional Council Members may attend through their individual training and development budget.

The 2022 ALGA National General Assembly, LGA OGM, and LGA AGM are scheduled to be held on the following dates:

- LGA OGM: 8-9 April 2022
- ALGA National General Assembly: 19-22 June 2022
- LGA AGM: 28 October 2022

As per previous practice, it is recommended that Council appoint two Council Members to attend each event along with the Mayor as the voting delegate.

1. BACKGROUND

Since 1997, City of Playford Council Members have participated in the ALGA National General Assembly, LGA OGM, and the LGA AGM. Each year Council has appointed the Mayor and two Council Members to attend each event. A list of previous Council Member attendees to each event is attached to this report (Attachment 2).

At each event motions contained in the respective agendas are voted upon. Council's position on each proposed item of business is determined at a Council or Council Committee meeting prior to each respective LGA or ALGA meeting.

The *Council Member Training and Development Procedure* states that the Mayor and a maximum of two other Council Members can attend the ALGA National General Assembly, LGA AGM, and LGA OGM.

Whilst the *Procedure* provides for the allocation of budget for the Mayor and a maximum of two Council Members to attend each of these events, Council needs to determine which Council Members will attend. Council Members who are not selected by Council may still request to attend these events utilising their individual training and development budget.

2. RELEVANCE TO STRATEGIC PLAN

The agendas for the ALGA National General Assembly, LGA OGM, and LGA AGM will include themes and topics that relate to delivery of Council's Strategic Plan.

3. PUBLIC CONSULTATION

There is no requirement to consult with the community as part of this decision.

4. DISCUSSION

Australian Local Government Association

- 4.1 The ALGA National General Assembly provides an opportunity for the local government sector to engage directly with the Federal Government, to develop national policy and influence the future direction of councils and our communities. The theme for the 2022 ALGA National General Assembly is 'Partners in Progress'.
- 4.2 The 2022 National General Assembly is scheduled to be held in Canberra from 19-22 June 2022 in Canberra.
- 4.3 As a part of the event, voting delegates will vote to support or not support motions put forward for consideration by Council's from around Australia. Once the motions are finalised and included in the ALGA agenda, Council staff will prepare a position paper for Council to determine a position on each motion. The position paper will be available to Council's voting delegate prior to the event.
- 4.4 The *Council Member Training and Development Procedure* states the Mayor and a maximum of two Councillors may attend the ALGA National General Assembly.

Local Government Association

- 4.5 The LGA Ordinary General Meeting is scheduled to be held on 8-9 April 2022 at the Adelaide Entertainment Centre.
- 4.6 The LGA Annual General Meeting is scheduled to be held on 28 October 2022 at Adelaide Oval.
- 4.7 Voting delegates will vote to support or not support motions put forward by Council's around South Australia. Once the motions are finalised and included in the associated agenda, Council staff will prepare a position paper for Council to determine a position on each motion. The position papers will be available to Council's voting delegate prior to the events.
- 4.8 The LGA OGM and AGM are the two major decision-making and policy setting forums for the LGA. The events also provide important networking opportunities for local government representatives.
- 4.9 The *Council Member Training and Development Procedure* states the Mayor and a maximum of two Council Members may attend the LGA AGM, and the LGA OGM.
- 4.10 Council may determine to defer the appointment of representatives at the LGA AGM to August 2022, in order to make the appointments closer to the event date. As personal circumstances may change, deferring this appointment avoids the commitment of a Council Member to an event held eight months in advance.

4.11 Where an appointed representative is unable to attend the event, a substitute Council Member can be appointed by Committee or Council resolution to attend in their absence. In accordance with the *Procedure*, in the event that a Council or Committee meeting is not scheduled in time to resolve an alternate representative, the CEO in collaboration with the Mayor may determine an appropriate mechanism to select an alternate attendee.

4.12 Council may also determine to not appoint any Council Members to attend the event(s) with only the Mayor attending as Council's voting delegate.

5. OPTIONS

Recommendation

Decision 1

Local Government Association Ordinary General Meeting: Date: 7-8 April 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the LGA Ordinary General Meeting to be held at the Adelaide Entertainment Centre on 7 and 8 April 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 2

Australian Local Government Association National General Assembly: Date: 19-22 June 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the ALGA National General Assembly to be held in Canberra from 19-22 June 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 3

Local Government Association Annual General Meeting: Date: 28 October 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the LGA Annual General Meeting to be held at the Adelaide Oval on 28 October 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Option 2

Decision 1

Local Government Association Ordinary General Meeting: Date: 7-8 April 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the LGA Ordinary General Meeting to be held at the Adelaide Entertainment Centre on 7 and 8 April 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 2

Australian Local Government Association National General Assembly: Date: 19-22 June 2022

1. Council appoint the Mayor, Cr _____ and Cr _____ as Council's attendees at the ALGA National General Assembly to be held in Canberra from 19-22 June 2022.

If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the Council attendees, with the results of the ballot becoming the outcome.

2. The Mayor is appointed as the Council Delegate for voting rights with an attending Council Member appointed by the Mayor as proxy Council Delegate in the event that the Mayor is unable to attend.

Decision 3

Local Government Association Annual General Meeting: Date: 28 October 2022

Council defer the appointment of Council's attendees at the LGA Annual General Meeting to the Ordinary Council meeting held in August 2022.

Option 3

Council appoints the Mayor as Council's representative and voting delegate to the LGA OGM 7-8 April 2022, the ALGA NGA 19-22 June 2022 and the LGA AGM 28 October 2022.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommendation is in accordance with the *Council Member Training and Development Procedure* and is consistent with past practice whereby the Mayor and two Council Members have attended these events.

This option seeks Council's resolution of Council Members to attend these events, in addition to the Mayor being appointed to attend as Council's voting delegate.

Risk Appetite

Service Delivery

Council has a moderate appetite for supporting and enhancing existing services and programs to improve the social, recreation and health and wellbeing outcomes for residents; and driving social and economic transformation through a number of major projects and Council initiatives, which will create jobs and act as a catalyst for private investment into Northern Adelaide to support the growing population.

These events present Council Members the opportunity to liaise with other council representatives and to consider challenges, opportunities, policy and decision-making facing the local government sector to improve the delivery of services to the community.

6.1.2 Financial Implications

Attendance of the Mayor and two Council Members to the LGA OGM, LGA AGM, and ALGA National General Assembly are funded within existing budgets.

The table below outlines the costs associated with the appointment of the Mayor and two Council Members to attend these events in 2021. The costs include flights (ALGA), accommodation (ALGA), registration, and taxi charges. Due to Covid-19 restraints, the 2021 LGA OGM was restricted in attendance to Mayors and Chief Executive Officers only.

	LGA OGM 30 April 2021	ALGA NGA 20-23 June 2021	LGA AGM 29 October 2021	Total
2021 total cost of attendance: Mayor and two Council Members	\$0.00*	\$8,403.96	\$2,013.00	\$10,416.96

* Reduced program offered free of charge due to the Covid pandemic

* 2020 cost was \$660 per member

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Previous practice has been for Council representatives at the ALGA National General Assembly, LGA OGM, and LGA AGM to be determined by Council in February each year. This option allows Council to appoint representatives for the LGA OGM occurring in April 2022, and the ALGA National General Assembly occurring in June 2022, but to defer appointments until August 2022 for the LGA AGM occurring in October 2022.

This has been proposed as an alternative option in order to reduce the risk of appointed Council Members being unable to attend events due to personal circumstances changing closer to the event date. This option proposes that this appointment is determined by Council at the Ordinary Council meeting in August 2022.

6.2.2 Financial Implications

The financial implications of this option are unlikely to vary from those stated in 6.1.2.

6.3 Option 3 Analysis

6.3.1 Analysis & Implications of Option 3

Council may determine that no additional attendees are required to attend the events and only the Mayor attends as Council's voting delegate. It is not a requirement that two Council Members attend the ALGA National General Assembly, LGA OGM, and/or the LGA AGM.

The *Council Member Training and Development Procedure* provides for the Mayor and a maximum of two Councillors to attend the ALGA National General Assembly, LGA OGM and AGM. Council Members who wish to attend may still do so using their individual training and development budget.

6.3.2 Financial Implications

The table below outlines the total cost for each event in 2021, if only the Mayor attended.

	LGA OGM 30 April 2021	ALGA NGA 20-23 June 2021	LGA AGM 29 October 2021	Total
Total cost for the Mayor to attend in 2021	\$0.00*	\$2,916.15	\$671.00	\$3,587.15

* Reduced program offered free of charge due to the Covid pandemic

* 2020 cost was \$660 per member

Council Member Training and Development Procedure



Procedure Author	General Manager – Strategy & Corporate
Date of next review	January 2023

1. Purpose

The Council is committed to providing Council Members training and development opportunities.

The aim of training and development is to enable Council Members to have the appropriate knowledge, skills and competencies to be able to perform their official functions and duties, and contribute towards achieving the strategic objectives of Council.

This Procedure details the high level steps that, when performed, will support the application of Council's intent and commitment provided for in the Council Member Training and Development Policy.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Council Member Training and Development Policy.

- *Local Government (Members Allowances and Benefits) Regulations 2010 - Regulations 5-7*
- Council Member Support Policy
- Council Member Support Procedure
- Council Member Register of Allowances and Benefits
- Council Member Training and Development Register
- Council Member Training Budget Summary Report

3. Application

Council Members	Maintain a thorough understanding of the Training and Development Policy and associated Procedure to ensure training and development obligations and requirements are fulfilled.
Mayor	Undertake the functions prescribed in this Procedure in relation to Council Member requests for individual training and development activities; and determining an appropriate mechanism to select an alternate attendee, should resolved representatives to annual conferences be unable to attend.
Chief Executive Officer	<ul style="list-style-type: none"> • Ensure appropriate planning, training and budgeting for

	<p>Council Member training and development is provided.</p> <ul style="list-style-type: none">• Undertake the functions prescribed in this Procedure in relation to Council Member requests for individual training and development activities; determining an appropriate mechanism to select an alternate attendee, should resolved representatives to annual conferences be unable to attend conferences be unable to attend and the process to select Council Members to attend other conferences and meetings as Council representatives.
Governance Team	<ul style="list-style-type: none">• Maintain and update the Council Member Training and Development Procedure• Assist Council Members in the administration of this Procedure• Develop the Training and Development Plan (training plan) in collaboration with Council• Coordinate and schedule mandatory training; induction activities following a general election and group training for Council Members in accordance with the training plan as required
Executive Assistant – Mayor and Councillors/General Manager Strategy and Corporate	Provide administration support to facilitate Council Member attendance at annual conferences or meetings; and individual training by Council Members as required.

4. Procedure

4.1 Training and Development Plan

Council recognises that in order to perform and discharge official functions and duties, Council Members may need to undertake specific training, professional development and refresher courses. Each financial year, an annual budget allocation will be adopted by Council to support the training and development activities undertaken by Council Members.

4.1.1 Training and Development Plan Components

4.1.1.1 A Training and Development Plan (the Plan) will be developed for Council Members to comply with Regulation 8AA of the *Local Government (General) Regulations 2013* and the LGA Training Standards, outlining proposed group training sessions. The Plan will be presented to Council biennially for endorsement.

4.1.1.2 The Plan will encompass Council Member induction and orientation programs following each general or periodic election, including the mandatory training modules outlined in the *LGA Training Standards*.

4.1.1.3 Other group training sessions may be included in the Plan as required.

4.1.1.4 The Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the Plan.

4.1.1.5 Council Members appointed to specific committees may also be required or choose to complete specific training associated with that Committee.

4.1.2 Training Needs

4.1.2.1 Following a general election, Council Members will be requested to provide feedback via a Training Needs Form (Annexure A) to enable training needs and preferences to be identified, which will inform the Plan.

4.1.3 Training Delivery

4.1.3.1 Mandatory and group training will be scheduled with as much notice as possible, with no less than two weeks' notice provided.

4.1.3.2 A range of delivery methods may be required to support the training needs of Council Members, including:

- a) in-house workshops, seminars and briefing sessions conducted by Council administration with appropriately qualified trainers and guest speakers;
- b) attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of South Australia (LGASA), other industry bodies and/or private providers offering courses for Council Members to gain new skills and knowledge and to network with other Council Members;
- c) printed material, including training booklets and discussion papers, that may be distributed for information;
- d) on-line self-paced learning; and
- e) electronic information.

4.1.4 Documentation from Training and Development Activities

4.1.4.1 When possible, training manuals, presentations and documents are to be made available to Council Members as provided by the presenter through electronic means, or printed copy as required for respective training and development activities.

4.2 Mandatory Training

- 4.2.1 The *LGA Training Standards* apply to all new and continuing Council Members, pursuant to Regulation 8AA of the *Local Government (General) Regulations 2013*.
- 4.2.2 Newly elected Council Members will be required to undertake all mandatory training within the legislated timeframe of their election term as specified by the *LGA Training Standards*.
- 4.2.3 Continuing Council Members, as a minimum, are required to undertake Modules 2 and 4; however are strongly encouraged to undertake Modules 1 and 3 as a refresher. This ensures that Council Members' legal and financial management responsibilities are at the forefront in the discharge of their functions and duties.
- 4.2.4 The mandatory requirements consist of the following Modules:
 - a) Module 1 – Introduction to Local Government – Role and function of Council Members (approximately 1.5 hours);
 - b) Module 2 – Legal Responsibilities (approximately 2 hours);
 - c) Module 3 – Council and Committee Meetings (approximately 1.5 hours); and
 - d) Module 4 – Financial Management and Reporting (approximately 2.5 hours).
- 4.2.5 Should a Council Member not attend one of the scheduled training sessions, the Council Member will be responsible to complete the training at an alternate time.

4.3 Group Training

Group training for Council Members may include, but is not limited to training on the following topics:

- a) Equity and Diversity
 - b) Risk Management
 - c) Emergency Management
 - d) Work Health Safety
- 4.3.1 Other group training sessions may be scheduled as required, based on feedback from Council Members via the Training Needs Form (Annexure A) or other feedback provided.
- 4.3.2 Group training will be allocated \$20,000 per annum for Council Member and Independent Member training.
- 4.3.3 Funds from the group training budget that are not spent during the relevant financial year will not rollover to subsequent years.

4.4 Individual Training and Development

- 4.4.1 Council Members will be allocated \$8,000 per Council term for individual training. Council Members can use their training budget at any time throughout the four year period. The funding allocation is not proportioned out annually over the four year term.
- 4.4.2 Individual training budget allocations are not transferable to another Council Member, nor do they extend beyond the Council term should a Council Member be re-elected.
- 4.4.3 Training and development programs should be relevant to areas identified in the Council Member Training Needs Form or be training required for the performance and discharge of official Council Member duties and responsibilities.
- 4.4.4 Requesting attendance at training and development activities (including conferences) or personal development activities is permitted at any time during the year, by submitting a completed Council Member Training and Development Application Form (Annexure B) to the Mayor or Chief Executive Officer (CEO), outlining the details of the event including all costs and a justification for attending.
- 4.4.5 In the case of the Mayor, the application is to be submitted to the CEO.
- 4.4.6 Training and development (including conference attendance) can only be approved where it:
 - a) assists the Council Member to develop skills and competencies required by the Member for the performance and discharge of their official functions and duties;
 - b) contributes to good governance and the strategic objectives of Council; and/or
 - c) has an identified benefit to the organisation or community.
- 4.4.7 If a Council Member's request for attendance at a training and development event is refused, a right of appeal exists through Council resolution, via a Motion on Notice.

4.5 Council Representation at Conferences and Meetings

4.5.1 Annual Conferences

- 4.5.1.1 Council Member representatives to attend the following annual conferences are resolved by Council:
 - a) Australian Local Government Association (ALGA) Conference
 - b) Local Government Association (LGA) of South Australia Annual General Meeting
 - c) Local Government Association (LGA) of South Australia Ordinary Meeting
- 4.5.1.2 The Mayor and no more than two Councillors may be resolved by Council to attend the conferences and meetings listed in 4.5.1.1.
- 4.5.1.3 Attendance is as a representative of the Council; therefore, these conferences will be budgeted separately to the annually approved training and development budget.

4.5.1.4 Council will fund a Council Member's partner or family member to attend the LGA Showcase Dinner where that Council Member has been notified that they will receive a 'Years of Service Award'.

4.5.1.5 Where an appointed representative is unable to attend the event, a substitute Council Member can be appointed by Committee or Council resolution to attend in their absence. In the event that a Council or Committee meeting is not scheduled in time to resolve an alternate representative, the CEO in collaboration with the Mayor may determine an appropriate mechanism to select an alternate attendee.

4.5.2 Other Conferences

4.5.2.1 In the event that Council Member representation is required at a conference or meeting not listed in 4.5.1.1, the CEO may, in order to select a Council Member representative:

- a) ask the Mayor to attend; or
- b) call for nominations from Council Members; or
- c) request a resolution by Council.

4.5.2.2 The nature of the conference or meeting will be considered to determine if the cost will be allocated to the Council Member's individual training budget or to a separate budget.

4.6 Attendance at Training Programs and Record Keeping

4.6.1 Following attendance at a training program or activity, other than mandatory or other group training, Council Members are required to complete the Council Member Training and Conferences Report Form (Annexure C). This report form requires the Council Member to outline the nature of the training, program or activity and the benefits gained through attendance, along with how the learning's could be implemented. The reports will be displayed on Council's website.

4.6.2 Council will develop and maintain the following registers to support the Council Member Training and Development Policy and Procedure:

- Council Member Allowances and Benefits Register; and
- Council Member Training and Development Register.

4.6.3 Training undertaken by Council Members will be recorded in the Council's Register of Allowances and Benefits and Council Member Training and Development Register which will be updated as required to reflect training expenditure.

4.6.4 The Council Member Training Budget Summary Report will be published on Council's website and updated quarterly to reflect Council Member expenditure pertaining to attendance at training activities.

- 4.6.5 Council's annual report will include a list of training and development activities undertaken by Council Members.

4.7 Payments and Reimbursement

- 4.7.1 Expenses incurred by Council Members attending approved individual training and development will be paid for through the Council Members Individual Training and Development Budget as per 4.51.
- 4.7.2 Accommodation, travel, meal allowances and registration costs associated with the attendance at approved individual training and development activities by Council Members will occur in accordance the Council Member Support Policy and Procedure and *Local Government (Members Allowances and Benefits) Regulations 2010*.

4.8 Regional or Interstate Attendance by Partners or Family Members

- 4.8.1 Council Members may choose to take their partner, spouse or family member with them when they travel to regional or interstate locations on Council business, when it is appropriate to do so. The Council Member will be required to reimburse Council for any costs associated with the attendance of their partner, spouse or family member, including costs for registration, travel, accommodation and meals. If the spouse, partner or family member is unable to attend, after relevant bookings have been made and refunds are not available, the Council Member will still be liable to reimburse Council for the costs incurred.
- 4.8.2 Council will pay the standard accommodation provided within the conference program.
- 4.8.3 If the accommodation costs increase due to the additional person(s), the Council Member will reimburse Council for the difference between the standard room rate and the cost of the extra person(s).
- 4.8.4 If transport of a Council Member's family member occurs simultaneously with the Council Member, via taxi or private motor vehicle council will not require partial reimbursement of transport expenses.
- 4.8.5 All travel arrangements will be made through the Executive Assistant Mayor and Councillors/General Manager Strategy and Corporate.

5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3933717
Version no.	3
Policy link	Council Member Training and Development Policy
Procedure author	General Manager – Strategy & Corporate
Endorsed by	Council
Resolution no.	4622
Legal requirement	<i>Local Government Act 1999</i> – Section 80A <i>Local Government (General) Regulations 2013</i> – Regulation 8AA
Review schedule	4 Years – per Council term
Date of current version	May 2021
Date of next review	January 2023

Version history

Version no.	Approval date	Approval by	Change
1	22/03/2016	Ordinary Council Resolution No. 2521	New Guidelines
2	26/03/2019	Ordinary Council Council Resolution No. 3474	Scheduled review following a general election.
3	25/05/2021	Ordinary Council Resolution No 4622	Scheduled review and transfer into new corporate template. Inclusion of additional mechanism to Removal of Murray Darling Association from list of annual conferences as Council no longer has appointed representatives.

In addition to the mandatory training modules that Council Members are required to undertake in accordance with the LGA Training Guidelines, additional induction and training sessions will be scheduled as a part of the Training and Development Plan. Council Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager - Governance.



In addition to the mandatory training modules that Council Members are required to undertake in accordance with the LGA Training Guidelines, additional induction and training sessions will be scheduled as a part of the Training and Development Plan. Council Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager - Governance

Governance	
Council Member Name:	Date:

Council Training Area	Interest (✓)	Comments (e.g. experience level)
Communication		
Effective Communication Skills		
Teamwork and Team Building		
Public Speaking		
Conflict Resolution & Mediation		
Media Skills		
Information Communication and Technology		
Internet		
Mobile		
iPad		
Microsoft Office (e.g. Microsoft Word/ Microsoft Excel/PowerPoint)		
Outlook		
Other		
Serving on a Board of Management		

Please detail any training you would like to undertake below.

7. ANNEXURE B - COUNCIL MEMBER TRAINING AND DEVELOPMENT APPLICATION FORM

Council Member Training & Development Application Form



Council Member Name: _____

Training or Development Title: _____

Dates of Training: _____ Cost: _____

Training Provider: _____

Location of Training: _____

Description of Training:

Key Competencies of Training (if applicable):

How does this training or development relate to your role as a Council Member?

Please attach any relevant training or development registration documents/program. Tick if attached ☐

Council Member Signature: _____ Date: _____

This will be used by the Mayor or CEO in order to determine the appropriateness of the training and funding.

Approved by: _____ Date: _____ Added to the appropriate Register: Y/N

Rejected by: _____ Date: _____

Reason Rejected: _____

	BCM Document Set No.:	2475548	Version No.:	2.0
	Authorized by:	Senior Manager Corporate Services	Initial Date of Adoption:	01/04/2016
	Document Maintained by:	Governance	Date of Current Version:	19/07/2016
			Next Review Date:	01/04/2016

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

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8. Annexure C - COUNCIL MEMBER TRAINING AND CONFERENCES REPORT FORM

**Council Member Training and
Conference Report Form**



Name of Council Member: _____

Name of Training/Conference: _____

Date(s) of Training/Conference: _____

Was this a group training session? Yes ☐ No ☐

Was the training provided by LGA or ALGA? Yes ☐ No ☐

Please provide a brief overview of the issues discussed at the training/conference:

Please provide a brief overview of any information you received at the training or conference that may be of assistance to the Council:

In light of the training you received, do you believe there are steps that the council may undertake to advance the Playford Community Plan and/or Council Plan? If so, what steps?

Signature: _____ Date: ____/____/____

This will be included in the Council Member Training and Conferences Report Register. This register is made available for public inspection.



Previous Council Member Representation at ALGA and LGA AGM/OGM**ALGA**

Conference Date(s)	Council Attendee(s)
16-19 June 2019	Mayor Docherty Cr Gossink Cr Stroet
14-17 June 2020 <i>cancelled due to Covid</i>	Mayor Docherty Cr Marsh Cr Rentoulis
20-23 June 2021	Mayor Docherty Cr Marsh Cr Rentoulis

LGA OGM

Conference Date(s)	Council Attendee(s)
11-12 April 2019	Mayor Docherty Cr Coppins Cr Kerrison
2-3 April 2020 <i>cancelled due to Covid</i>	Mayor Docherty Cr Norris Cr Stroet
30 April 2021	Mayor Docherty Cr Norris Cr Stroet

LGA AGM

Conference Date(s)	Council Attendee(s)
30-31 October 2019	Mayor Docherty Cr Kerrison Cr Onuzans
28-29 October 2020	Mayor Docherty Cr Norris Cr Stroet
29 October 2021	Mayor Docherty Cr Marsh Cr Rentoulis

15.2 APPOINTMENT TO CORPORATE GOVERNANCE COMMITTEE

Responsible Executive Manager : Dale Welsh

Report Author : Owen Perry

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments : 1 [↓](#). Corporate Governance Committee Charter

PURPOSE

The purpose of this Report is for Council to consider the reappointment of Independent Members of the Corporate Governance Committee (CGC), Mr Martin White and Mr Mark Labaz for a further two year term.

STAFF RECOMMENDATION

Council reappoint Mr Martin White and Mr Mark Labaz as Independent Members on the Corporate Governance Committee for a term of two years commencing on 01 April 2022 and concluding on 31 March 2024.

EXECUTIVE SUMMARY

The terms of Independent Members Martin White and Mark Labaz are due to expire on 31 March 2022. Reappointing Mr White and Mr Labaz each for a further two year term ensures continuity of membership on the Committee, which will assist with the significant pieces of work the Committee has commenced, as well as providing stability through the election period, induction of a new Council and as local government reforms are enacted.

1. BACKGROUND

The Corporate Governance Committee has been established to meet Council's requirement under Section 126 of the *Local Government Act 1999* to have an audit committee. Under the *Local Government Act 1999*, the membership of an audit committee:

- a) may include persons who are not members of the council; and
- b) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and
- c) may include, or be comprised of, members of an audit committee for another council; and
- d) must otherwise be determined in accordance with the requirements of the regulations.

Membership of the Corporate Governance Committee consists of the Mayor, one additional Council Member and three Independent Members.

The Charter for the Corporate Governance Committee states that the Committee shall comprise five members, consisting of two Council Members and three Independent Members.

Independent Members, where possible, are appointed to the Committee for a three (3) year staggered term.

Mr White was first appointed to the Committee in February of 2007 and has been the Committee's longest serving member. Mr White has during this time held the role of Presiding Member for multiple terms. His knowledge and understanding of Council's audit history has greatly contributed to discussions during Committee meetings.

Mr Labaz is currently in his first term on the Corporate Governance Committee having initially been appointed in March 2020. In 2021 he was appointed by the Committee as the Presiding Member, a role which he still holds.

Both Mr White and Mr Labaz have indicated they are willing to be reappointed for a further two year term.

2. RELEVANCE TO STRATEGIC PLAN

This report relates to Council's Strategic Plan under the following Decision-Making filters:

- *Ensure that we meet our legislative requirements and legal obligations.*
- *Stick to our Finance Strategy to achieve long term financial sustainability while still delivering planned services, responsibly managing debt and promoting the growth of the city.*

Council is required under the *Local Government Act 1999* to maintain an Audit Committee. By reappointing two experienced members of the Committee, Council will retain the knowledge and understanding of these members in relation to some of Council's ongoing projects which will assist in achieving long term sustainability.

3. PUBLIC CONSULTATION

There is no requirement to consult with the community in relation to this matter.

4. DISCUSSION

- 4.1** The CGC have commenced significant pieces of work in relation to the revaluation of assets and financial sustainability ratios. The results of the recent work undertaken regarding the financial sustainability ratios will not be evident until the 2022/2023 financial year. Continuity of membership throughout these important projects, ensures specific knowledge and expertise on these matters is not lost. Furthermore consistency of membership provides good financial governance in relation to these projects and ensures the Independent Members who have played a role in the development of these processes and ratios can see the initiatives through to conclusion.
- 4.2** Local government elections will be held in November 2022, resulting in a new Council being elected. Extending Mr White and Mr Labaz's terms ensures continuity of membership throughout the election period and beyond the first year of the new Council, which allows the new Council the opportunity to complete all induction requirements and become familiar with Council operations and responsibilities.
- 4.3** Local government reforms, some which have commenced and others yet to come into operation, include many new requirements relating to financial reporting and management. These include requirements for councils to include a 'funding plan' as a part of Long-Term Financial Plans (LTFPs) and the ESCOSA Rate Oversight Scheme which will require councils on a rotating schedule to provide information on LTFPs and Infrastructure and Asset Management Plans to ESCOSA for review. The CGC have

received briefings regarding the reforms and continuation of current independent membership will maintain relevant background knowledge as these changes are enacted.

- 4.4** Martin White has been a long standing member of the Corporate Governance Committee. His experience and intimate knowledge of the City of Playford and its practices are a valuable asset to Council, as is his valuation expertise. Mr White has indicated a willingness to be reappointed to the Corporate Governance Committee.
- 4.5** Mark Labaz is now coming to the end of his first tenure on the Corporate Governance Committee and has demonstrated leadership as the current Presiding Member. Mr Labaz has indicated a willingness to be reappointed to the Corporate Governance Committee.
- 4.6** Reappointing both Martin White and Mark Labaz maintains the current membership of the Committee. It ensures that the level of knowledge and understanding of Council, Council practices and long- term projects is maintained.

5. OPTIONS

Recommendation

Council reappoint Mr Martin White and Mr Mark Labaz as Independent Members on the Corporate Governance Committee for a term of two years commencing on 01 April 2022 and concluding on 31 March 2024.

Option 2

- 1) Council reappoint Mr Martin White and Mr Mark Labaz as Independent Members on the Corporate Governance Committee for a period of six months commencing on 01 April 2022 and concluding on 30 September 2022.
- 2) An Expression of Interest process for two Independent Member positions on the Corporate Governance Committee be commenced with a report to be presented to Council at a future meeting to appoint two Independent Members to commence on the Corporate Governance Committee from 1 October 2022.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommendation provides for continued membership of the two current Independent Members to the CGC, providing continuity through commenced projects; through the 2022 local government elections and beyond the first year of the new Council; and as important financial reporting and management local government reforms come into operation.

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision will maintain Council adherence to the requirements under the *Local Government Act 1999* for Council to have an audit Committee. The Committee's membership is formed under requirements of the Act.

6.1.2 Financial Implications

There are no financial or resource implications, as the two Independent Members meeting sitting fees are already included in the existing budget. The Committee will continue to operate as usual.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option provides for an Expression of Interest process to be undertaken for both Independent Member positions, whilst maintaining full membership on the Committee for the meetings scheduled in April, May and August 2022. The upcoming meeting schedule includes the review of Council's Annual Business Plan and Long Term Financial Plan prior to adoption by the Council in June. Undertaking an Expression of Interest process to seek new Independent Membership, may result in new Members to the Committee offering a different level of experience, knowledge and expertise.

6.2.2 Financial Implications

Option 2 will result in no significant financial implications. The Expression of Interest and selection process will be run utilising existing budget.

CORPORATE GOVERNANCE COMMITTEE CHARTER



1 Role

The Corporate Governance Committee is established to assist the co-ordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

The Committees role is to:

- 1.1 Fulfil the role of Council's audit committee as required in section 126 of the Local Government Act.
- 1.2 Assist the Council in reviewing the principal risks facing the Council, including those that threaten the Council's strategic directions.
- 1.3 Assist in the effective management of financial and other risks and the protection of Council assets.
- 1.4 Review developments and adequacy of principles, policies and practices of Financial Planning and Reporting, Corporate Governance, Risk Management and Internal Control and make recommendations to Council as appropriate.

2 Terms of Reference


The Committee's terms of reference are to consider all matters outlined in section 126(4) of the Local Government Act:

2.1 Financial Reporting

The Corporate Governance Committee shall monitor the integrity of the financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain.

The Corporate Governance Committee shall review and challenge where necessary:

- a) The consistency of, and any changes to, accounting policies on a year on year basis;
- b) The methods used to account for significant or unusual transactions where different approaches are possible;
- c) Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- d) The clarity of disclosure in the Council's financial reports and the context in which statements are made; and

				
	ECM Document Set No.:	3577290	Initial Date of Adoption:	28 Sep 2008
	Authorised by:	Council Resolution No. 4621	Date of Current Version:	27 Oct 2021
	Document Maintained by:	Governance	Next Review Date:	Nov 2022

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Before using a printed copy, verify that it is the current version.*

- e) All material information presented with the financial statements, such as the operating and financial review and the External Auditor statement (insofar as it relates to the audit and risk management).
- f) Provide input into the appointment of the External Auditor.

The Corporate Governance Committee shall meet as needed with the External Auditor. The Corporate Governance Committee shall meet the External Auditor at least once a year, without management being present, to discuss their remit and any issues arising from the External Audit.

2.2 Internal Control, Internal Audit & Risk Management Systems

The Corporate Governance Committee shall:

- a) Keep under review the effectiveness of the Council's internal controls, audit and risk management systems.
- b) Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.
- c) Receive reports on the activities of the Chief Executive Officer's Strategic Risk and Internal Audit Work Program including the review of managements response to audits.
- d) consider and make recommendations on the program of the internal controls and audit including the adequacy of resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

2.3 Public Interest Disclosures

The Corporate Governance Committee shall, review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoings in financial reporting, fraud and corruption and other matters.

The Committee shall ensure these arrangements allow for independent investigations where appropriate and appropriate follow-up action.

2.4 Strategic Management Plans

The Corporate Governance Committee shall propose and provide information relevant to, a review of the Council's strategic management plans including the Annual Business Plan, and review and provide recommendations on the sustainability of Councils financial performance giving consideration to Council's financial indicators.

2.5 Other Investigations or Evaluations

- 2.5.1 The Corporate Governance Committee shall, when necessary, propose and review the exercise of Council's powers under Section 130A of the Local Government Act 1999, in relation to the conduct of efficiency and economy Audits that would not otherwise be addressed or included as part of an annual External Auditor.
- 2.5.2 The Committee may review and consider reports or recommendations from external agencies where an investigation or evaluation relates to the role of the committee.

3 Definitions

Act for the purpose of this policy means the *Local Government Act 1999*.

Chief Executive Officer (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

Committee includes Section 41 Committees, other Committees and Panels established by Council.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Electronic Means includes a telephone, computer or other electronic device used for communication.

Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

Independent Members are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

Strategic Management Plans are defined as Council's Long Term Financial Plan, Council's Strategic Plan, Council's Asset Management Plan and the Council's Annual Business Plan.

4 Delegations

4.1 The Committee has delegation for the following:

4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.

4.1.2 Develop and approve the Committee's Work Plan.

4.1.3 Appoint a Presiding Member from within the Committee.

4.2 Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

4.3 The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation; although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.

4.4 Petitions are not delegated to the Committee and are only to be presented to Council.

5 Meetings

- 5.1 The Committee Meeting will be held on the first Tuesday of the month, starting at 5:00pm. The Committee will meet a minimum of six (6) times per annum. The Committee will determine an annual schedule of meetings.
- 5.2 The Committee Meeting will be hosted in the Committee Room at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3 Meetings may either wholly or in part be held via electronic means with Zoom Video Communications, Inc.
- A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:
- a) can hear all other members present at the meeting;
 - b) can be heard by all other members present at the meeting; and
 - c) can be heard by the person recording the minutes of the meeting
- 5.4 The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.
- 5.5 Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours' notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1 Term rules:
- 6.1.1 The Committee shall comprise five (5) members consisting of the Mayor and one (1) Council Member and three (3) Independent Members.
 - 6.1.2 The term of the Council Committee Members' appointment will be for a period not exceeding the next General Election.
 - 6.1.3 Independent Members who are appointed to a Committee may carry over past an election term.
 - 6.1.4 The Presiding Member must be an Independent Member and will be determined by the Committee for twelve (12) months, after which they may stand for re-election.
- 6.2 Independent Members of the Committee shall be appointed to bring recent and relevant experience and their capacity to act as a mentor to the Council Members on the Committee.

6.3 Table providing a summary of current Committee Membership and Term of Office details:

Term of Office		
Appointed Member	Endorsed by Council	Term Concludes
Cr Shirley Halls	26 Oct 2021	Nov 2022
Mr Martin White	24 Sep 2019	31 Mar 2022
Mr Mark Labaz	24 Mar 2020	31 Mar 2022
Mayor Glenn Docherty	27 Nov 2018	Nov 2022
Mr Peter Brass	26 Nov 2019	31 Mar 2023

7 Role of the Presiding Member

- 7.1 Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

- 8.1 Actively participate in debate and discussion as a representative of Council in a professional manner at all times.
- 8.2 Ensure the Member is prepared and informed of meeting matters prior to the meeting.
- 8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Independent Member Support**Remuneration**

- 9.1 Sitting fees are established by Council and will be reviewed biennially.
- 9.2 Independent Members will be paid per meeting, upon receipt of an invoice.
- 9.3 Independent Members who are required to attend an Ordinary Council meeting, other Committee meetings or mandatory training are entitled to 50% of the sitting fee.
- 9.4 If an Independent Member is also the Presiding Member of a Committee, they will receive 125% of the sitting fee.

Sitting fee	50 %	125 %
\$ 475	\$ 238	\$ 594

Training

- 9.5 Independent Members may be offered to undertake training relevant to their role on the Committee. This may include mandatory training required of Council Members and Council and Committee Meeting Procedure training.

Insurance / Liability

- 9.6 Whilst acting in their capacity as an Independent Member, for any honest act or omission, Members will be provided indemnity for civil liability claims under the Local Government Association Mutual Liability Scheme.
- 9.7 Whilst acting in their capacity as an Independent Member, personal accident coverage will be provided to Independent Members. Note that under the Private Health Act 2007 and the rules attached to that Act, the personal accident policy may not cover medical expenses and Independent Members are responsible for their own medical expenses.

Submission of Returns

- 9.8 Council has determined that Division 2 – Register of Interests of the *Local Government Act 1999* applies to the Corporate Governance Committee.
- 9.9 Independent Members are required to submit a Primary Return within 30 days of initial appointment to the Committee. Ordinary Returns will be required within 60 days after 30 June each year.
- 9.10 Failure to supply a return before the expiration of one month from the period outlined in 9.9 will result in a vacancy.

10 Role of the Executive Officer and Administrative Support

- 10.1 The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 10.2 The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.
- 10.3 The Committee is appointed a Minute Taker.
- 10.4 Governance will liaise with Independent Members to process remuneration and returns.

11 Reporting and Review

- 11.1 The Committee will undertake an annual self-assessment (in the election year this will be incorporated into the external review) to assess the on-going role and effectiveness of the Committee and report any recommendations to Council as required.

11.2 In the year leading up to a Council Election the Committee will undertake an external review of the Committee's effectiveness. Any relevant recommendations will be provided to the Council to assist with the ongoing structure of the Committee.

11.3 As determined by the Committee, the Committee may communicate with Council Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Council Members, a communiqué or a written memo and Council Report.

11.4 The Committee through the Chair will present to Council at least twice per year on Corporate Governance Committee business.

12 Supporting Documentation

- Local Government Act 1999
- Local Government (Financial Management) Regulations 2011
- Code of Practice for Council and Committee Meetings
- Code of Practice for Public Access to Meetings and Associated Meeting Documents
- Code of Conduct for Council Members

13 Approval and Change History

Approval Date	Approval by	Change
	Council	Template & Committee Structure Review
25 Sep 2008	Council Resolution	Scheduled review
17 Dec 2013	Council Resolution No. 1622	Scheduled review
25 Feb 2014	Council Resolution No. 1683	Appointment of Independent Members: Ms Merridie Martin and Mr Allen Bolaffi
25 Nov 2014	Council Resolution No. 1996	Alignment to Council Elections 2014 and minor amendments to terms and meeting dates
25 Nov 2014	Council Resolution No. 1997	Appointment of Independent Member: Mr Andrew Andreyev
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review
27 Sep 2016	Council Resolution No. 2689	Reappointment of Independent Member: Mr Martin White
28 Nov 2017	Council Resolution No. 3039	Appointment of Independent Member: Mr Damian Pulgies
27 March 2018	Council Resolution No. 3121	Appointment of Member: Cr Dino Musolino
22 May 2018	Council Resolution No. 3159	Amendment to Charter outlining in more detail the Role and Responsibilities of the committee.
27 Nov 2018	Council Resolution No. 3336	Appointment of Members: Mayor Glenn Docherty and Cr Jane Onuzans Removal of cancellation clause.
26 Feb 2019	Council Resolution No. 3419	Reappointment of Independent Member: Ms Merridie Martin
27 Aug 2019	Council Resolution No. 3707	Removal of reference to the Annual Report as a document for the Committee to monitor as it is the Committee's role to consider the Financial Statements that are included in the Annual Report, not the Annual Report itself. Whistleblower provisions removed and replaced with provisions regarding Public Interest Disclosures, and the inclusion of reference to fraud and corruption. Inclusion of the Committee to provide input into the appointment of the External Auditor.

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		Minor, administrative wording changes also made.
24 Sep 2019	Council Resolution No. 3746	Reappointment of Members: Cr Jane Onuzans and Mr Martin White Extension of appointment: Mr Damian Pulgies.
26 Nov 2019	Council Resolution No. 3848	Appointment of Independent Member: Mr Peter Brass
24 Mar 2020	Council Resolution No. 3981	Appointment of Independent Member: Mr Mark Labaz
07 Apr 2020	Council Resolution No. 3983	Definition of <i>Electronic Means</i> added in line with the new capability of electronic meetings.
25 May 2021	Council Resolution No. 4621	Inclusion of Independent Member Support
24 August 2021	Council Resolution No. 4731	Meeting Commencement time amended from 4:30pm to 5:00pm
26 October 2021	Council Resolution No. 4790	Appointment of Member: Cr Shirley Halls

STAFF REPORTS

Matters for Information.

15.3 BUDGET UPDATE REPORT

Responsible Executive Manager : Dale Welsh

Report Author : Trisca Price

Delegated Authority : Matters for Information.

Attachments : 1 [↓](#). Budget Update Report

Purpose

To inform Council on the organisation's financial performance to the end of January 2022.

STAFF RECOMMENDATION

Council note the Budget Update report for the Period ending 31 January 2022.

Relevance to Strategic Plan

This item ensures we meet our legislative requirements under the *Local Government (Financial Management) Regulations 2011* and *S123 (13) of the Local Government Act 1999*. It also provides transparent financial reporting to our community by illustrating how our Finance Strategy is achieving long term financial sustainability.

Relevance to Public Consultation Policy

There is no requirement to consult with the community for this Budget Update Report.

Background

Council has responsibility under the *Local Government Financial Management Regulations 2011* and *S123 (13) of the Local Government Act 1999* to consider financial reports on the Council's financial performance and budget position.

Current Situation

Budget Position

A Revised Budget was adopted by Council on 23 November 2021 following the First Budget Review. There was an increase of \$2.4M to the overall operating surplus to \$6.8M. Favourable movements included an increase in residential rates due to growth, increased Federal Assistance Grant allocation for 2021/22, increased grant funding for Local Roads & Community Infrastructure (LRCI) and Supplementary Local Roads (SLR), savings in interest costs and continuous improvement savings. These were offset by additional operating costs associated with the New Parks project, increased waste levy and other minor works not included in the Annual Business Plan.

The table below summarises the impact of the First Budget Review:

Operating Position 2021/22	\$000's (Unfav)/Fav	\$000's
Original Budget		4,404
Rates and Rebates	18	
Grant Funding (Federal Assistance Grant)	1,063	
Grant Funding (LRCI and SLR)	1,216	
New Parks Project	(27)	
Waste Levy	(40)	
Interest savings	77	
Operating cost associated with project not proceeding	13	
Continuous Improvement Savings - Grenville	87	
Operating costs associated with minor projects	(69)	
Continuous Improvement Savings for delivery of projects	69	
Total Value of Changes	2,407	
Revised Budget		6,811

The Net Capital budget increased in the First Budget Review by \$14.9M to \$62.6M with capital expenditure increasing to \$77.4M supported by \$2.2M of grant funding.

Capital Budget 2021/22	Revenue \$000's	Expense \$000's	Net Capital \$000's
Original Budget	12,557	60,220	47,663
Additional Funding from Grants (New Project)	1,614	1,614	-
Project Carry In's (from FY21)	620	14,945	14,325
New Projects		594	594
Total Value of Changes	2,234	17,153	14,919
Revised Capital Budget	14,791	77,373	62,582

Operating Position

Year to date results to 31 January 2022 see an operating surplus of \$4.8M compared with a budgeted year to date operating surplus of \$2.3M, favourable by \$2.5M. Operating income of \$65.6M is favourable to budget by \$0.4M and operating expenditure of \$60.8M is favourable to budget by \$2.1M.

The full year forecast as at 31 January 2022 is an operating surplus of \$1.8M compared with a budgeted operating surplus of \$6.8M, unfavourable by \$5.0M largely reflecting Financial Assistance Grant revenue prepaid prior to 30 June 2021 and additional depreciation expense as a result of asset revaluation.

Capital Position

The full year net capital forecast of \$34.9M is \$27.7M less than the net capital budget of \$62.6M.

Further detail in relation to this Budget Update Report can be found in Attachment 1.

Future Action

Further updates to be provided on a monthly basis.

YTD Variance Jan 22

The Jan 22 year to date operating surplus of \$4.8M is \$2.5M favourable to the budgeted year to date surplus of \$2.3M.

The Jan 22 year to date income of \$65.6M is \$0.4M favourable to the budgeted year to date income of \$65.2M.

The Jan 22 year to date expenses of \$60.8M are \$2.1M favourable to the budgeted year to date expenses of \$62.9M.

Further information on these variances are detailed in the table below;

	YTD Actual Jan 22 \$000's	YTD Budget Jan 22 \$000's	Variance to YTD Budget Fav/ (Unfav) \$000's	%	Explanation of variance where considered material
INCOME					
Rates Revenues	50,344	50,591	(247)	(0%)	
Statutory Charges	1,770	1,477	293	20%	Higher application volume and Section 7 searches
User Charges	2,936	3,143	(207)	(7%)	Lower ASR water usage from internal customers
Investment Income	4	6	(2)	(33%)	
Reimbursements	346	393	(47)	(12%)	Higher utilities reimbursements
Other Income	221	312	(91)	(29%)	Workers Compensation recovery not received
Grants, Subsidies & Contributions	10,002	9,309	693	7%	RTR grants to be received later in year offset by higher developer contributions
Net Gain - Equity Accounted Council Businesses	-	-	-	-	
TOTAL INCOME	65,623	65,231	392	1%	
EXPENSES					
Employee costs	23,393	24,377	984	4%	Saving due to vacancies
Materials, Contracts & Other Expenses	20,528	22,821	2,293	10%	Delay in contractor expenditure partly offset by waste management cost
Finance costs	2,142	2,913	771	26%	Delay in capital projects and lower interest rates
Depreciation	14,747	12,800	(1,947)	(15%)	Asset revaluation
Net Loss - Equity Accounted Council Businesses	-	-	-	-	
TOTAL EXPENSES	60,810	62,911	2,101	3%	
Operating Surplus / (Deficit)	4,813	2,320	2,493		

Full Year Forecast Result (2021/2022)

The full year forecast as at Jan 22 is an operating surplus of \$1.8M which is unfavourable by \$5.0M to the budgeted surplus of \$6.8M.

The full year forecasted income as at Jan 22 of \$113.1M is \$4.3M unfavourable to the budgeted income of \$117.4M.

The full year forecasted expenses as at Jan 22 of \$111.3M are \$0.7M unfavourable to the budgeted expenses of \$110.6M.

Further information on these variances are detailed in the table below:

	Full Year Forecast Jan 22 \$000's	Full Year Budget \$000's	Variance to Full Year Forecast \$000's	%	Explanation of variance where considered material
INCOME					
Rates Revenues	86,419	86,632	(213)	(0%)	
Statutory Charges	2,599	2,115	484	23%	Higher application volumes and Section 7 searches
User Charges	5,608	5,818	(210)	(4%)	Lower ASR water usage from internal customers
Investment Income	13	13	-	-	
Reimbursements	693	581	112	19%	Higher reimbursements for water and utilities
Other Income	224	344	(120)	(35%)	Higher LGFA Bonus offset by lower insurance rebates
Grants, Subsidies & Contributions	17,535	21,893	(4,358)	(20%)	21/22 FAGS payment received in advance in FY20/21 offset by increased Developer Contributions and grants
Net Gain - Equity Accounted Council Businesses	12	33	(21)	(64%)	Revised NAWMA fullyear expected outcome
TOTAL INCOME	113,103	117,429	(4,326)		
EXPENSES					
Employee costs	43,100	43,541	441	1%	Saving due to vacancies
Materials, Contracts & Other Expenses	38,988	40,173	1,185	3%	Delay in capital projects offset by Hard waste management costs
Finance costs	3,842	4,893	1,051	21%	Lower interest rates
Depreciation	25,227	21,909	(3,318)	(15%)	Asset Revaluation
Net Loss - Equity Accounted Council Businesses	101	102	1	1%	
TOTAL EXPENSES	111,258	110,618	(640)		
Operating Surplus / (Deficit)	1,845	6,811	(4,966)		

Capital Full Year Movement (2021/2022)

The full year Net Capital forecast of \$34.9M is \$27.7M less than the Net Capital Budget of \$62.6M.

The forecasted full year income of \$15.6M is \$0.8M greater than the budgeted income of \$14.8M.

The forecasted full year expenses of \$50.5M are \$26.9M less than the budgeted expenses of \$77.4M.

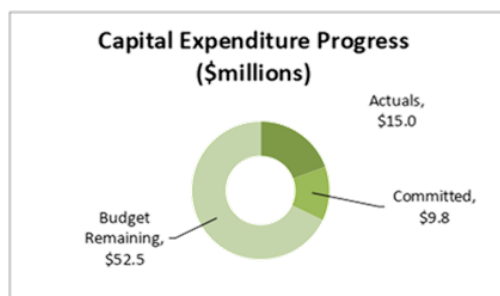
Further information on these variances are detailed in the table below:

Project	Full Year Forecast \$'000	Full Year Budget \$'000	Variance to Budget Less/ (Greater)	Explanation
Income	(15,601)	(14,791)	(810)	Mofflin Reserve grant received offset by unsuccessful McGilp grant
Expenses	50,464	77,373	26,909	Projects continuing or deferred into 22/23
Net Capital Expenditure	34,863	62,582	27,719	

Project	Full Year Forecast \$'000	Full Year Budget \$'000	Variance to Budget Less/ (Greater)	Explanation
Buildings	4,270	4,088	(182)	Additional work for Grenville
Fleet	5,727	5,718	(9)	
IT	688	714	26	Savings
Northern CBD	90	706	616	Prince Charles Street detailed design in 21/22 with construction in 22/23.
Other	1,603	2,529	926	Strategic Land Purchase to continue into 22/23, Repurposing Assets projects to continue into 22/23
Parks	6,390	13,703	7,313	Fremont Park Stage 3 construction to continue into 22/23. McGilp Reserve Redevelopment grant unsuccessful. Mofflin Reserve detailed design to commence in 21/22 with construction in 22/23.
Playford Alive	425	1,870	1,445	Playford Alive works partly deferred to 22/23
Stormwater	2,427	2,800	373	Broadacres Drive Stormwater to continue into 22/23
Streetscapes	2,174	12,400	10,226	Savings forecast due to Virginia Main Street (VMS) sewer, VMS road construction to continue into 22/23. AMP Streetscapes program deferred to 22/23.
Transport	10,655	17,585	6,930	Stebonheath Stage 2 and 3 to continue into 22/23, Supplementary Local Roads to be allocated. Transport Infrastructure Deed Heaslip Road upgrade continuing to 22/23, Traffic Management Minor Works deferred to 22/23.
Water Capture	414	469	55	Savings
Total Net Capital Expenditure	34,863	62,582	27,719	

Capital Expenditure Progress

\$15.0M (19%) of the \$77.4M Capital Expenditure budget has been spent, with a further \$9.8M (13%) committed as at 31 January 2022.



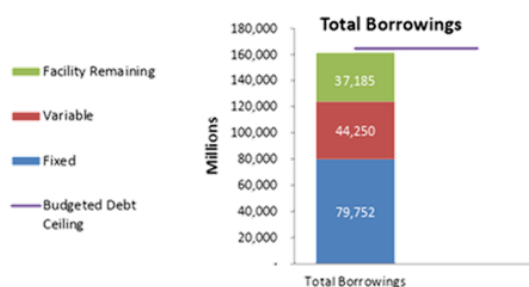
Borrowings/Investment Summary (2021/2022)**Debt Mix:**

As at January 2022 the balance of Council's short-term investments is \$0.3M.

Council's total borrowings as at 31 January 2022 are \$124.1M, comprising \$79.8M in fixed rate borrowings and \$44.3M of variable rate borrowings; total facilities accumulate to \$161.2M.

Total borrowings, net of repayments, have increased \$3.8M from \$120.3M since 31 December 2021. This is consistent with Council's capital spend.

The LTFP has a budgeted debt ceiling of \$164.5M based on the assumption of full delivery of capital programs. These borrowings fall within the approved budget, Council's adopted financial indicators and the LTFP.

**Rates Recovery:**

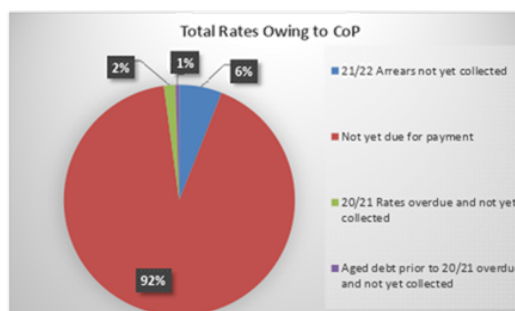
Total rates owing of \$36.9M as at Jan 22 reflects a decrease of \$0.5M compared to the total rates owing as at Jan-21.

The total aged rates owing greater than 12 months old of \$0.8M as at Jan 22 reflects an decrease of \$0.3M compared to \$1.1M at Jan-21.

The average aged amount owed per debtor of \$1364 as at Jan 22 reflects an increase of 4.4% compared to \$1306 as at Jan-21.

Rates recovery has a direct impact on positive cash flow which then correlates to borrowings. By maximising cashflows, less borrowings are required to fund operational expenditure.

Rates KPI Comparison	Jan 22	Jan-21
Total Rates Owing to CoP	36,850,404	36,334,514
Total % Collected	59%	59%
Aged rates owed over 12 months	793,716	1,054,896
% Aged Rates Collected since 30 June	78%	77%
Average Aged Rates owing	1,364	1,306



Reserves

The reserves are a collation of developer contributions received over a number of periods and are managed as a cash offset against our debt. Under legislation we are required to apply interest income to the balance in reserves using the RBA average cash rate.

The forecasted balance of reserves as at 30 June 2022 is \$12.4M.

Below is a summary of the forecasted developer contributions, expenditure and estimated interest as at Jan 22.

Reserve	Opening Balance \$'000	Forecasted Developer Contributions & State Govt Grants \$'000	Forecasted Expenditure \$'000	Estimated Interest \$'000	Transfer \$'000	Forecasted Closing balance 21/22
Open Space Reserve	7,942	1,878	(1,184)	11	-	8,647
Stormwater Infrastructure Deed - Virginia	14	-	(95)	0	(158)	(239)
Stormwater Infrastructure Deed - Angle Vale	49	45	(202)	0	(234)	(342)
Stormwater Infrastructure Deed - PNE	(327)	-	(44)	(0)	(250)	(621)
Social Infrastructure Deed - Virginia	108	16	-	0	-	124
Social Infrastructure Deed - Angle Vale	621	310	-	1	-	932
Social Infrastructure Deed - PNE	165	51	-	0	-	216
Supplementary Local Roads	1,302	658	-	2	-	1,962
Playford Alive Initiative Fund	180	199	(44)	0	-	335
Urban fund tree	7	4	-	0	-	11
Gawler Rail Vegetation Offset	-	-	-	-	243	243
Other one-off Reserves	1,407	-	(280)	2	-	1,129
Total Reserves	11,468	3,161	(1,849)	16	(399)	12,397

Informal Discussion

16.1 President of the Legislative Council

Presenter: The Hon. John Dawkins, M.L.C

Purpose: To thank the City of Playford Elected Members and Staff for their assistance over my time in Parliament.

Duration: 10 Minutes

STAFF REPORTS

Confidential Matters

17.1 LOT 3 MINGARI STREET, MUNNO PARA

Contact Person: Simon Blom

Why is this matter before the Council or Committee?

Matters which have been delegated to staff but they have decided not to exercise their delegation.

Purpose

For Council to make a determination on whether to deal with this matter in confidence.

A. COUNCIL TO MOVE MOTION TO GO INTO CONFIDENCE**STAFF RECOMMENDATION**

Pursuant to Section 90 (2) of the *Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- Acting General Manager Strategy and Corporate;
- General Manager City Services;
- General Manager City Assets;
- Executive Strategic Advisor;
- Senior Manager Financial Services;
- Acting Senior Manager City and Corporate Planning;
- Senior Manager, City Property;
- Program Manager, Repurposing Assets;
- Senior Property Officer;
- Land Development Officer;
- Project Management Officer;
- Manager Governance;
- Minute Taker;
- ICT Support Officer

in order to consider in confidence agenda item 17.1 under Section 90 (3) (b) of the *Local Government Act 1999* on the basis that:

(b) information the disclosure of which -

i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

ii) would, on balance, be contrary to the public interest.

This matter is Confidential because it contains information that is commercially sensitive to an ongoing commercial negotiation.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; Council considers it necessary to consider this matter in confidence.

Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.

B. THE MATTERS AS PER ITEM 17.1

C. COUNCIL TO DECIDE HOW LONG ITEM 17.1 IS TO BE KEPT IN CONFIDENCE

Purpose

To resolve how long agenda item 17.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders that the following aspects of Item 17.1 be kept confidential in accordance with Council's reasons to deal with this item in confidence pursuant to Section 90 (3) (b) of the *Local Government Act 1999*:

- Report for Item 17.1
- Attachment(s) for Item 17.1
- Minutes for Item 17.1

This order shall operate until property settlement for Lot 3 has been finalised, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the *Local Government Act 1999*, whichever comes first.