



AGENDA

**FOR URBAN SERVICES COMMITTEE MEETING TO BE HELD ON
19 AUGUST 2024 AT THE CONCLUSION OF THE FINANCE AND CORPORATE
SERVICES COMMITTEE
IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr S Ouk (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr M Mazzeo
Cr S Reardon

REQUIRED STAFF Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager Community Development, Mrs A Pokoney Cramey
General Manager City Development, Ms M English
Manager Governance, Mr R Deco

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Urban Services Committee Meeting held on 15 July 2024.

REPORTS

Administration

- 4.0.1 Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 12 August 2024..... 19
- 4.0.2 Recommendations of the Asset Management Sub Committee meeting held on Monday 12 August 2024 25
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For Decision

- 4.1.1 Capital Works - July 2024 35
- 4.1.2 Office for Recreation, Sport and Racing - Community Recreation and Sports Facilities Program - Application Update 43
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- 4.1.5 NAWMA Charter Review 71
- 4.1.6 Proposed Revocation of Community Land Classification - Rundle Reserve 103
(Noting that at the meeting this item was considered in confidence)

QUESTIONS ON NOTICE

There are no Questions on Notice

MOTIONS ON NOTICE

There are no Motions on Notice

OTHER BUSINESS

(Motions without Notice, Questions Without Notice, CEO Updates)

ORDERS TO EXCLUDE THE PUBLIC

**4.4.1 Tenancy Matter – Mawson Lakes
Recommendation**

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which 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*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect confidential information and Council’s commercial position.*

*On that basis the public's interest is best served by not disclosing the **Tenancy Matter – Mawson Lakes** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

4.4.2 Tennancy Matter – Salisbury Park Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which 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*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Tennancy Matter – Salisbury Park** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

4.4.3 Street Tree Inspection and Pruning Program 2024/25 Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
 - it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
 - non-disclosure of the matter and discussion of this item in confidence would protect confidential information and Council's commercial position.

*On that basis the public's interest is best served by not disclosing the **Street Tree Inspection and Pruning Program 2024/25** item and discussion at this point in time.*

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

CLOSE



**MINUTES OF URBAN SERVICES COMMITTEE MEETING HELD IN LITTLE PARA
CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,**

34 CHURCH STREET, SALISBURY ON

15 JULY 2024

MEMBERS PRESENT

Cr S Ouk (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan (Deputy Chairman) *(via Teams Video Conference)*
Cr A Graham
Cr M Mazzeo
Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
A/General Manager Business Excellence, Ms J Emerson
General Manager Community Development, Mrs A Pokoney Cramey
General Manager City Development, Ms M English
Manager Urban, Recreation and Natural Assets, Mr J Foong
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd
Manager Infrastructure Design and Delivery, Mr J Collins
Manager Community Experience, Ms C Kroepsch

The meeting commenced at 6.46 pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr S Reardon
Seconded Cr M Mazzeo

The Minutes of the Urban Services Committee Meeting held on 17 June 2024, be taken as read and confirmed.

CARRIED

REPORTS

Administration

4.0.1 Future Reports for the Urban Services Committee

Moved Cr A Graham
Seconded Cr M Mazzeo

That Council:

1. Notes the report.

CARRIED

For Decision

4.1.1 Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 8 July 2024

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Receives and notes the information contained in the Environmental Sustainability and Trees Sub Committee Minutes of the meeting held on 8 July 2024 and that the following recommendations contained therein be adopted by Council:

CARRIED

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Notes the report.

CARRIED

ESATS2 Tree Removal Requests - April and May 2024

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Requests that a further information report be provided to the Urban Services Committee regarding the approval status for removal of the tree listed as number 30 on page 23 of the report (Item ESATS2 – Tree Removal Requests – April and May 2024, Environmental Sustainability and Trees Sub Committee, 8 July 2024) and that the report include a copy of updated letters being sent to applicants following the change in the legislation relating to regulated trees.
2. Requests that a draft letter to State Members of Parliament in response to the change in legislation be included in the further report.

That the Environmental Sustainability and Trees Sub Committee, using its delegated authority under its adopted Terms of Reference:

3. Approves for the removal of the tree listed as tree 47 on page 27 of the report (Item ESATS2 – Tree Removal Requests – April and May 2024, Environmental Sustainability and Trees Sub Committee, 8 July 2024) at 7 Goldthorn Road, Salisbury Park.

CARRIED

ESATS3 Appeals Report - Tree Removal Requests - Various Locations for April and May 2024

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Notes that the technical tree assessments undertaken for 18 Etuna Street, Para Hills West, 36 Birch Avenue, Salisbury East, and 3 Bearing Road, Salisbury North, does not conclude removal be recommended, based solely on the application of Council approved tree removal criteria.
2. Notes that, as part of the appeal process, the refused tree removal requests appealed during April and May 2024, as outlined in the report (Item ESATS3, Environmental Sustainability and Trees Sub Committee, 8 July 2024), are now presented to the Environmental Sustainability and Trees Sub Committee for consideration and/or recommendation to Council as per the Environmental Sustainability and Trees Sub Committee's Terms of Reference.
3. Approves that a Development Application be lodged for the removal of the one (1) *Regulated* tree located at 36 Birch Avenue, Salisbury East.

That the Environmental Sustainability and Trees Sub Committee, using its delegated authority under its adopted Terms of Reference:

4. Refuses the removal of the one (1) *Regulated* tree located at 18 Etuna Street, Para Hills West.
5. Refuses the removal of the one (1) now *Regulated* tree located at 3 Bearing Road, Salisbury North.

CARRIED

ESATS4 Urban Tree Canopy Data and Reporting

Moved Cr C Buchanan
 Seconded Cr B Brug

That Council:

1. Notes the information.
2. Approves the letter attached to the report (Attachment 1, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 July 2024) and feedback tables as a submission to Green Adelaide in response to the draft *Urban Greening Strategy* with the following additions:
 - a. the letter to include a request for consideration for Local Governments being given the ability to access the State Governments Planning and Development Fund program to support the Urban Tree Canopy increase targets and highlight the canopy coverage percentage of land owned by the State Government compared to the City of Salisbury within the Council area; and
 - b. the feedback tables be updated to clearly highlight the data impacts relating to the mangroves and the airport.
3. Request that staff investigate the use of Federal Government Housing Support Program and how it can be used to support the Urban Tree Canopy increase targets.

CARRIED**4.1.2 Capital Works Program - June 2024**

Moved Cr C Buchanan
 Seconded Cr A Graham

That Council:

1. Approves the inclusion of Bridge 110, Brian Goodall Reserve, Pooraka, within the 2024/25 Bridge Service Continuity Program, with no impact to the budget.
2. Approves the inclusion of Janine Drive/Alice Crescent, Burton, within the 2024/25 New Footpath and Kerb Ramps Service Continuity Program, with no impact to the budget.

CARRIED

4.1.3 Traffic Management Prescott Primary Northern

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Notes the report.
2. Approves for Administration to write to the Department for Infrastructure & Transport (DIT) and the South Australia Public Transport Authority (SAPTA) requesting investigation into the local area traffic management concerns adjacent Prescott Primary Northern School on Nelson Road, Para Vista, and consider the options of a raised median on Nelson Road and the relocation of Bus Stop 44 on Nelson Road to improve traffic movements to and from the school.

CARRIED

4.1.4 Wiltshire Street Pedestrian Access

Moved Cr C Buchanan
Seconded Cr A Graham

That Council:

1. Approves Option 1 as outlined in paragraph 3.1 of the report (Item 4.1.4, Urban Services Committee, 15 July 2024) comprising modifications and upgrades to pedestrian crossings and associated works at three (3) locations on Wiltshire Street to provide safe and continuous accessible paths of travel.
2. Approves a non-discretionary budget bid at the first quarter budget review for \$180k to fund these works.

CARRIED

4.1.5 Adams Creek Catchment Stormwater Management Plan

Moved Cr C Buchanan
 Seconded Cr B Brug

That Council:

1. Approves the Adams Creek Catchment Draft Stormwater Management Plan (Item 4.1.5, Urban Services Committee, 15 July 2024) for Community Consultation.
2. Notes that the outcomes of the consultation will be incorporated into the Final Stormwater Management Plans (the Plans) which will be presented to Council for adoption.

CARRIED

4.1.6 Greater Edinburgh Parks Catchment Stormwater Management Plan

Moved Cr B Brug
 Seconded Cr M Mazzeo

That Council:

1. Approves the Greater Edinburgh Parks Draft Stormwater Management Plan (Item 4.1.6, Urban Services Committee, 15 July 2024) for Community Consultation.
2. Notes that the outcomes of the consultation will be incorporated into the Final Stormwater Management Plans (the Plans) which will be presented to Council for adoption

CARRIED

4.1.7 Reserve Upgrade Paralowie and Salisbury Downs

Moved Cr C Buchanan
 Seconded Cr S Ouk

That Council:

1. Approves a non-discretionary bid for the first quarter budget review for \$200,000 to seal the shared path and include a picnic table and shelter in Woodfield Drive Reserve.
2. Approves \$300,000 in the first quarter budget review for playspace renewal, picnic table and pathway connections at Dignam Reserve.

CARRIED

4.1.8 Lake Windemere Reserve - Additional playground equipment in response to playground petition

Moved Cr C Buchanan
Seconded Cr A Graham

That Council:

1. Approves in the first quarter budget review an additional budget of \$90,000 for play equipment as outlined in 3.1.3 and 3.1.4 of the report (Item 4.1.8, Urban Services Committee, 15 July 2024) to be included in the community engagement process.

CARRIED

4.1.9 District Level Playground for Amsterdam Reserve

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Requests administration to present a further information item addressing Council's resolution of 25 July 2022 regarding Amsterdam Crescent Reserve.

CARRIED

4.1.10 Returning Cockburn Green to Irrigated Greenspace

Moved Cr A Graham
Seconded Cr S Ouk

That Council:

1. Notes the report
2. Notes the alternative option to activate the hardstand area near the Cockburn Green Netball Courts with the establishment of bike skills course and small court activities, similar to that established elsewhere within the City.

CARRIED

4.1.11 Tree Removal Requests - April and May 2024 (Further Information Report in relation to Item ESATS2 from Environmental Sustainability and Sub Committee Meeting held on 8 July 2024)

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Notes the further information and clarification relating to the approval for removal of the significant tree at 13 Piar Street, Paralowie.
2. Requests the Administration to present a report to the August 2024 Environmental Sustainability and Trees Sub Committee meeting outlining the cost impact to Council as a result of the State Government’s amendments to the regulations that came into effect in May 2024, and requests Administration to table all templates of letters related to trees including the amendments suggested at the July ESATS committee and the July Urban Services Committee.

CARRIED

For Information

4.2.1 Community engagement in Environmental activities (report on environmental events/ activities which have engaged the community)

Moved Cr C Buchanan
Seconded Cr A Graham

That Council:

1. Notes the report.

CARRIED

QUESTIONS ON NOTICE

US-QON1 Question on Notice Cr B Brug: Tram Museum Promotion

A Question on Notice was received from Cr B Brug:

1. *What can Council do to assist the Tramway Museum to help strengthen its events promotion, including its Twilight Tram event, which last occurred on 6 July 2024?*
2. *What can Council do to assist the Tramway Museum help strengthen its overall promotion and signage, including signage around the St Kilda township?*

Administration Response:

1. Tramway Museum events can be promoted by the City of Salisbury's social media channels and websites. The Community Experience Division will monitor the Tramway Museum channel and share appropriate content.
2. Administration will continue to work with the Tramway Museum to better promote the Museum, including consideration of new signage and using current communications channels.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

US-OB1 Carparking Options – Salisbury Recreation Precinct

Moved Cr C Buchanan
Seconded Cr A Graham

That Council:

1. Notes the previous request of the Administration to include a playspace or road safety education centre at the Salisbury Recreation Precinct, and that this be deferred to enable a report to the Urban Services Committee on additional options for carparking at the Salisbury Recreation Precinct, to be reported back to Council in August 2024.

CARRIED

ORDERS TO EXCLUDE THE PUBLIC

4.4.1 Provenance Indigenous Plants (Nursery) - New Lease Agreement

Moved Cr M Mazzeo
Seconded Cr S Reardon

The Urban Services Committee orders:

1. Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for consideration of **Agenda Item 4.4.1 Provenance Indigenous Plants (Nursery) – New Lease Agreement**, with the exception of the following persons:

- Chief Executive Officer
- A/General Manager Business Excellence
- General Manager Community Development
- General Manager City Development
- Manager Urban, Recreation and Natural Assets
- Manager Governance
- Governance Support Officer
- Manager Infrastructure Design and Delivery
- Manager Community Experience

On the basis that:

- it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and

- commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.

2. In weighing up the factors related to disclosure,

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

- Non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to proposed commercial negotiations regarding Provenance Indigenous Plants and Council’s commercial position.

On that basis the public's interest is best served by not disclosing the **Provenance Indigenous Plants (Nursery) - New Lease Agreement** item and discussion at this point in time.

CARRIED

The meeting moved into confidence at 7.45 pm.

The meeting moved out of confidence and closed at 7.51 pm.

CHAIRMAN.....

DATE.....

ITEM	4.0.1
	URBAN SERVICES COMMITTEE
HEADING	Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 12 August 2024
AUTHOR	Heather Prasad, PA to GM City Infrastructure, City Infrastructure
CITY PLAN LINKS	2.3 Our community, environment and infrastructure are adaptive to a changing climate 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The minutes and recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 12 August 2024 are presented for Urban Services Committee's consideration.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Environmental Sustainability and Trees Sub Committee Minutes of the meeting held on 12 August 2024 and that the following recommendations contained therein be adopted by Council:

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

That Council:

1. Notes the report.

ESATS2 Tree Removal Requests - June 2024

That Council:

1. Notes the items within this report.

ESATS3 Tree Removal Response Letter Templates

That Council:

1. Approves the content of the City of Salisbury Advisory Note on State Government legislation changes relating to Regulated/Significant trees as presented in Attachment 1 of the report (Item ESAT3 Tree Removal Response Letter Templates – Environmental Sustainability and Tree Sub Committee, 12 August 2024).
2. Approves the Tree Removal Request Template Suite as presented in Attachment 2 of the report (Item ESAT3 Tree Removal Response Letter Templates – Environmental Sustainability and Tree Sub Committee, 12 August 2024).

ESATS4 Impacts of Amendments to the Planning, Development and Infrastructure Regulations regarding Regulated and Significant Trees

That Council:

1. Notes that educational materials on the changes in State Government legislation relating to regulated and significant trees will be included in responses to community requests as well as being available via the City of Salisbury website and social media posts.
2. Notes that a further report will be presented to the Environmental Sustainability and Trees Sub Committee in January 2025 that will consider the financial and resource implications of the revised regulations.
3. Notes that the Mayor will be writing to the Minister for Planning regarding Council's request to seek previously identified tree species, being *Eucalyptus sideroxylon*, *intertexta*, *camaldulensis* and *leucoxylon*, to be exempt from the legislation.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Environmental Sustainability and Trees Sub Committee - 12 August 2024



**MINUTES OF ENVIRONMENTAL SUSTAINABILITY AND TREES SUB COMMITTEE
MEETING HELD IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY
COMMUNITY HUB,**

34 CHURCH STREET, SALISBURY ON

12 AUGUST 2024

MEMBERS PRESENT	Cr L Brug (Chairman) Mayor G Aldridge (ex officio) (<i>Arrived at 7:59pm</i>) Cr C Buchanan Cr J Chewparsad Cr S McKell (Deputy Chairman) Cr S Ouk
OBSERVERS	Cr A Graham Cr B Brug
STAFF	Chief Executive Officer, Mr J Harry General Manager City Infrastructure, Mr J Devine A/General Manager City Development, Mr L Lopez Digon Manager Governance, Mr R Deco Manager Field Services, Mr M Purdie Manager Urban, Recreation and Natural Assets, Mr J Foong Team Leader Parks & Landscapes, Mr N John PA to General Manager City Infrastructure, Ms H Prasad

The meeting commenced at 7:56pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology has been received from Cr P Jensen.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr S McKell
Seconded Cr J Chewparsad

The Minutes of the Environmental Sustainability and Trees Sub Committee Meeting held on 08 July 2024, be taken as read and confirmed.

CARRIED

REPORTS

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

Moved Cr S McKell
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED

ESATS2 Tree Removal Requests - June 2024

Moved Cr J Chewparsad
Seconded Cr S McKell

That Council:

1. Notes the items within this report.

CARRIED

ESATS3 Tree Removal Response Letter Templates

Moved Cr C Buchanan
Seconded Cr J Chewparsad

That Council:

1. Approves the content of the City of Salisbury Advisory Note on State Government legislation changes relating to Regulated/Significant trees as presented in Attachment 1 of the report (Item ESAT3 Tree Removal Response Letter Templates – Environmental Sustainability and Tree Sub Committee, 12 August 2024).
2. Approves the Tree Removal Request Template Suite as presented in Attachment 2 of the report (Item ESAT3 Tree Removal Response Letter Templates – Environmental Sustainability and Tree Sub Committee, 12 August 2024).

CARRIED

Mayor G Aldridge entered the meeting at 7:59pm.

ESATS4 Impacts of Amendments to the Planning, Development and Infrastructure Regulations regarding Regulated and Significant Trees

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Notes that educational materials on the changes in State Government legislation relating to regulated and significant trees will be included in responses to community requests as well as being available via the City of Salisbury website and social media posts.
2. Notes that a further report will be presented to the Environmental Sustainability and Trees Sub Committee in January 2025 that will consider the financial and resource implications of the revised regulations.
3. Notes that the Mayor will be writing to the Minister for Planning regarding Council’s request to seek previously identified tree species, being Eucalyptus sideroxylon, intertexta, camaldulensis and leucoxylon, to be exempt from the legislation.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

Nil.

CLOSE

The meeting closed at 8:03pm.

CHAIRMAN.....

DATE.....

ITEM	4.0.2
	URBAN SERVICES COMMITTEE
HEADING	Recommendations of the Asset Management Sub Committee meeting held on Monday 12 August 2024
AUTHOR	Heather Prasad, PA to GM City Infrastructure, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The minutes and recommendations of the Asset Management Sub Committee meeting held on Monday 12 August 2024 are presented for Urban Services Committee's consideration.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Asset Management Sub Committee Minutes of the meeting held on 12 August 2024 and that the following recommendations contained therein be adopted by Council:

AMSC1 Future Reports for the Asset Management Sub Committee

That Council:

1. Notes the report.

AMSC2 Improved Amenities for Carlyle Reserve Pooraka

That Council:

1. Notes the report.
2. Approves a budget bid of \$85,000 for playspace improvements at Carlyle Reserve be considered as part of the 2025/26 budget deliberation process.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Asset Management Sub Committee - 12 August 2024



**MINUTES OF ASSET MANAGEMENT SUB COMMITTEE MEETING HELD IN
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

12 AUGUST 2024

MEMBERS PRESENT Cr A Graham (Chairman)
Mayor G Aldridge (ex officio)
Cr C Buchanan
Cr D Hood
Cr S McKell (Deputy Chairman)

STAFF Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
Deputy Chief Executive Officer, Mr C Mansueto
Manager Governance, Mr R Deco
Manager Urban, Recreation and Natural Assets, Mr J Foong
PA to General Manager City Infrastructure, Ms H Prasad

The meeting commenced at 8.05 pm

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology has been received from Cr P Jensen.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr S McKell
Seconded Cr D Hood

The Minutes of the Asset Management Sub Committee Meeting held on
13 May 2024, be taken as read and confirmed.

CARRIED

REPORTS

AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr D Hood
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED

AMSC2 Improved Amenities for Carlyle Reserve Pooraka

Moved Cr C Buchanan
Seconded Cr S McKell

That Council:

1. Notes the report.
2. Approves a budget bid of \$85,000 for playspace improvements at Carlyle Reserve be considered as part of the 2025/26 budget deliberation process.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Motions without Notice, Questions Without Notice, CEO Updates)

AMSCOB1 Sub Committee Meeting Schedule Order

Moved Cr C Buchanan
Seconded Cr A Graham

That Council:

1. Approves for the Asset Management Sub Committee to be listed as the first meeting scheduled for Sub Committee weeks of Council.

CARRIED

AMSCQWON1 Mario Drive Playspace

Cr C Buchanan asked a question in relation to status of the Mario Drive additional playspace considerations.

The General Manager City Infrastructure took the question on notice and the Chairman allowed for the reply to be given at the next meeting.

CLOSE

The meeting closed at 8:10pm.

CHAIRMAN.....

DATE.....

ITEM	4.0.3
	URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Future Reports for the Urban Services Committee
AUTHOR	Corina Allen, City Infrastructure Administration Coordinator, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Urban Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATIONThat Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Nil.

3. DISCUSSION

The table below outlines the reports to be presented to the Urban Services Committee as a result of a Council resolution:

Meeting - Item	Heading and Resolution	Officer
25/05/2020	Update on the Proposed Dry Creek Project	Bruce Naumann
6.0.3-IBDSC2	2. A Dry Creek project business case be presented to Council, following successful completion of the Dry Creek Stormwater Management Plan (SMP) and a community/ stakeholder engagement process.	
Due:	June 2025	

Meeting - Item	Heading and Resolution	Officer
24/05/2021 4.1.2	Clayson Road and Frost Road Speed Limit Increase 3. Council consider speed limits across the road network, particularly with respect to arterial and sub-arterial roads as part of a review of the Integrated Transport Plan to be undertaken by the end of 2023.	John Devine
Due:	June 2025	
22/08/2022 C2	Building works Council previously resolved that this matter be kept in confidence.	Steve Sgoutas
Due:	August 2024	
Deferred:	September 2024	
Reason:	This matter will be closed out in the September 2024 Capital Works Report.	
27/02/2023 MWON2	Ingle Farm Soccer Club 2. That staff provide a report to the Urban Services Committee no later than April 2023.	Jon Foong
Due:	September 2024	
22/5/23 US-OB2	Bridgestone Park Licence Review Working Group 2. Requests that the Working Group reviews all aspects of the licence agreement and provides a recommendation to the Urban Services Committee, by no later than September 2023, on proposed amendments to the licence agreement. 3. Requests that the Working Group reviews the management model of the canteen.	Ben Hopkins
Due:	September 2024	
26/6/23 US-MWON3	Lighting up the Salisbury Community Hub 1. Requests the Administration to bring back a report to the Urban Services Committee by August 2023 on the current lighting capabilities of the City of Salisbury Community Hub. 2. Requests that this report also includes options and cost estimates on improved lighting capability to light up the entire Community Hub building in specific colours for special occasions and events.	Michael Pavlovich

Meeting - Item	Heading and Resolution	Officer
<p>Due: August 2024</p> <p>Deferred: September 2024</p> <p>Reason: Administration are reviewing cost estimates associated with various options and will report back in September 2024</p>		
<p>25/09/2023</p> <p>4.1.4</p>	<p>Proposed Road Closure - Portion of Glenarborn Court, Para Hills</p> <p>3. Notes that a further report be presented to Council after the statutory notice period has elapsed for consideration of any objections received and whether to proceed with a Road Process Order under Section 15 of the Roads (Opening and Closing) Act 1991.</p>	Emma Robinson
<p>Due: September 2024</p>		
<p>26/2/24</p> <p>4.4.1</p>	<p>Department for Energy and Mining Request for Information - Community Battery Sites</p> <p>Council previously resolved that this matter be kept in confidence.</p>	Lara Daddow
<p>Due: August 2024</p> <p>Deferred: September 2024</p> <p>Reason: Administration are currently waiting on advice regarding its grant application. A report will be presented to Council once this advice has been received.</p>		
<p>26/2/24</p> <p>MON1</p>	<p>Facility Upgrade Cockburn Green Soccer Facility</p> <p>1. Requests Administration to engage with the following Clubs: Cockburn Green Soccer Facility Brahma Lodge; and Licensed Club Darts, 36 Goddard Dr, Salisbury Park; and relevant Ward Councillors to understand their respective infrastructure requirements; and</p> <p>2. Requests that Administration presents a report to the June 2024 Urban Services Committee on the cost estimates to deliver the desired improvements, as well as information relating to the current condition, maintenance schedule, recently completed works and any planned future upgrades to the facilities.</p>	Jon Foong
<p>Due: September 2024</p>		

Meeting - Item	Heading and Resolution	Officer
25/3/24	Mawson Lakes Yacht Club – Terrace Area Access	Craig Johansen
4.1.1	<p>2. a. investigate a viable location (within the vicinity of the Mawson Lakes Model Yacht Club), costing and design options for the installation of a viewing area and public toilet facility on Sir Douglas Mawson Lake for use of the Mawson Lakes Model Yacht Club and other users of the facility and the general public.</p> <p>b. liaise with the State Member for Florey to determine potential grant funding opportunities for the delivery of the works; and report back to the Urban Services Committee by June 2024.</p> <p>Due: August 2024</p> <p>Deferred: September 2024</p> <p>Reason: At the time of preparing this report for submission to the August 2024 meeting, Administration received advice from Renewal SA relating to the site, as such, Administration are now reviewing this new information and will report back in September 2024.</p>	
25/3/24	BMX Upgrade Parafield Gardens	Rob Hutchison
MON2	<p>1. Requests the Administration to present a report to the Urban Services Committee in August 2024 with options and associated costs on the upgrade of the BMX track at Parafield Gardens.</p> <p>Due: August 2024</p> <p>Deferred: September 2024</p> <p>Reason: Administration are investigating how upgrades to the BMX track would integrate with the whole site, including the recreation centre, and will report back in September 2024.</p>	
22/4/24	Drink Container Deposit Refund Scheme	Elizabeth MacGillivray
4.1.4	<p>1. Approves a 6-month trial of Direct Collect at Bagster Community Centre, with available funds from the collected container deposits going to Puddle Jumpers, as a partnered charity/community group with an existing connection to the site. A report on the trial is to be provided to the Urban Services Committee at the end of the six months trial to include potentially extending the service to other community centres and other appropriate sites.</p>	

Meeting - Item	Heading and Resolution	Officer
Due:	November 2024	
22/4/24	Para Hills Oval Facilities	Rob Hutchison
CNL-MON1	1. Requests the Administration to present a report with a concept design and costing estimates on a joint club room and change room facility at Para Hills Oval (off Nelson/Murell Road), including opportunities for applicable state/federal grant funding opportunities.	
Due:	November 2024	
27/5/2024	Road Safety Project Plan	Mark Purdie
4.1.2	1. Approves pole mounted Speed Indication Units across selected school zones, and the listed sites in section 3.12 of this report (Item 4.1.2, Road Safety Project Plan, Urban Services Committee, 20 May 2024), over a two (2) year period, with a progress report on the outcome of the trials presented to Council after six (6) months.	
Due:	November 2024	
27/5/2024	Pooraka Sports and Community Club, Lindblom Park, Pooraka	Jon Foong
US-MWON2	4. Requests that Administration prepare a report for Council to provide information on the provision of a loan or grant up to the amount of \$300K to the Club and any implications that need to be considered by Council. As part of the report, the administration undertake discussions with the Club to understand the required works the Club proposes to undertake to its clubrooms – noting that the Clubrooms are owned by the Pooraka Sport and Community Club. 5. Requests the Administration to bring back a further report on options to support soccer at Lindblom Park Reserve including consideration of new clubroom facilities or changeroom facilities using the remainder of the budget with the Football Federation and State and Federal Government funding opportunities.	
Due:	December 2024	

Meeting - Item	Heading and Resolution	Officer
27/5/2024	Road Closure Portion of Port Wakefield Road, Globe Derby Park	Tim Starr
MWON2	5. Notes that in the event objections are made on the road closure, a further report will be presented to Council following the public consultation period for consideration of any objections.	
Due:	November 2024	
27/5/2024	Reduction of Speed limit on Shepherdson Road	Tony Calandro
MWON2	1. Bring back a report to Urban Services Committee by September 24 regarding the Reduction of speed limit from 50km/h to 40km/h on Shepherdson Road, Parafield Gardens, for the section Salisbury Highway to Martins Road	
Due:	September 2024	
24/6/24	Re-use and Recycle Hubs in our Community Centres	Elizabeth MacGillivray
4.1.2	2. Requests a further report after discussions with NAWMA on a potential model partnership with City of Salisbury in relation to developing a recycling Hub.	
Due:	September 2024	
24/6/24	St Kilda Tackle and Tucker	Emma Robinson
4.4.3	Council have previously resolved for this matter to be kept in confidence	
Due:	October 2024	

4. CONCLUSION

- 4.1 Future reports for the Urban Services Committee have been reviewed and are presented to Council for noting.

ITEM	4.1.1 URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Capital Works - July 2024
AUTHORS	Christy Martin, Team Leader Project Support, City Infrastructure Jamie Shaw, Financial Project Administrator, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community 3.3 Our infrastructure supports investment and business activity
SUMMARY	The following monthly status report and requests for amendments are presented to effectively manage the City Infrastructure Capital Works Program.

RECOMMENDATIONThat Council:

1. Approves the inclusion of lighting modification works at Beovich Road & Wright Road, Ingle Farm, within the 2024/25 PR21478 Public Lighting Program, at a value of approximately \$12,000, with no impact to the program budget.
2. Approves the 2024/25 PR13725 Major Traffic Improvement program reprioritisation due to the City Centre major redevelopment, with the deferral of two City Centre roundabouts being replaced with the creation of new left slip lane at Lakeview Drive, Parafield Gardens, with no impact to the budget.
3. Approves a 2024/25 Non-discretionary First Quarter Budget Review Bid to the value of \$60,000 in order to renew a section of Sir Douglas Mawson Lake where a failure has occurred.
4. Approves the renewal of the air conditioner at the soccer sporting clubrooms, Adams Oval, Salisbury North, within the 2024/25 PR18097 SAMP: Building Service Continuity Program, with no impact to the air conditioning renewal program budget.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 City Infrastructure is responsible for the capital works, associated plant and fleet, building, traffic and civil engineering services, landscape and environmental works. Specifically, these works involve project management, design specification development, construction and recurrent maintenance. Service provision is undertaken by both internal resources and external consultants/contractors. City Infrastructure provides periodic progress reports for these projects.

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 As part of the management of the City Infrastructure Capital Works Program, updates on the program occur on a monthly basis via the Urban Services Committee, with highlights included on the City of Salisbury internet site, social media and in the periodic publication Salisbury Aware.

3. DISCUSSION

3.1 Upon completion of the 2023/24 Program, work has now commenced on the 2024/25 Road Reseal scope of works. Due to the cooler weather, the program is currently focusing on streets requiring asphalt surface treatment and will progress to other surface treatments later in the calendar year as temperatures increase. The program has commenced earlier than previous years due to Council's newly agreed supply and lay agreement with contractor, Fulton Hogan. This allows for a positive collaboration, translating to efficiencies in both technical/environmental achievements as well as community engagement. Streets that have recently been completed include Woomera Avenue, Edinburgh; Bayview Parade, Gulfview Heights; and Wynn Vale Drive, Gulfview Heights.

*2024/25 Road Reseal Program
Woomera Rd, Edinburgh*



Target Hill Rd, Salisbury Heights



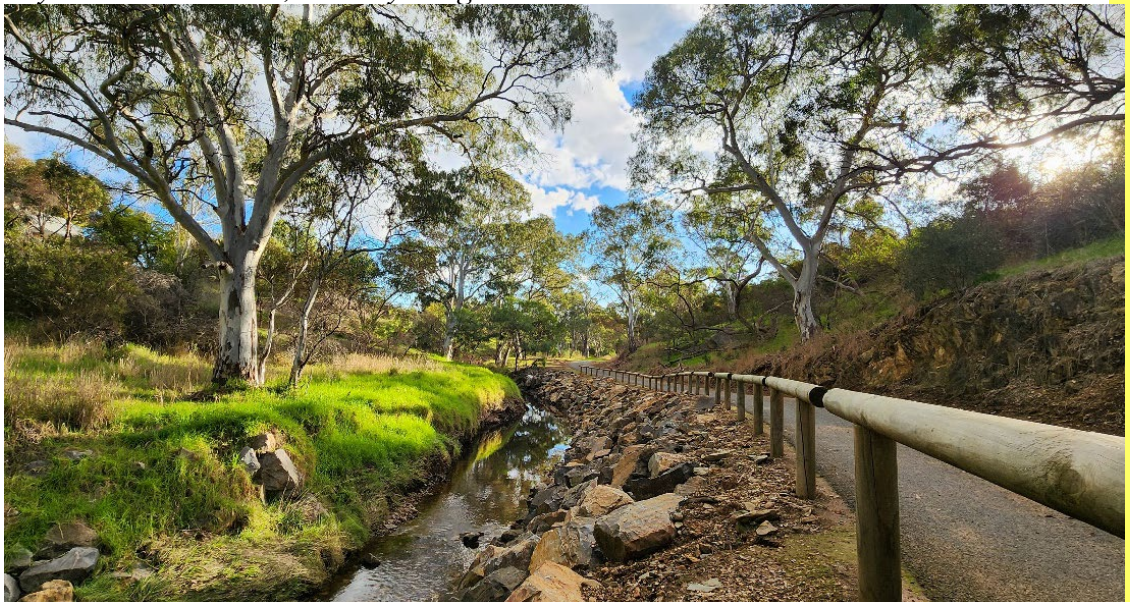
- 3.2 Through the combination of two Minor Capital Works Grants, an Office of Recreation, Sport and Racing Grant, and a club grant through Cricket Australia, The Para Hills Cricket Club has received an exciting new installation of a brand new 6-lane cricket training facility. This includes three concrete hard wicket lanes with synthetic grass, and 3 turf wickets meeting Cricket Australia competition standards. Alongside the lanes includes easy to pull out soft netting which can be locked away in a security box during the off-season to protect the netting from the natural elements, creating a longer life for the asset to the community.

Para Hills Cricket Club



- 3.3 A section of Dry Creek at Walkley Heights has recently been renewed to provide further protection of the embankment to address the existing erosion. Portions upstream and downstream of this section will also require some work to tie-in and reshape the curve of the waterway. These works will be completed progressively as part of the ‘Watercourse Management Program’ which is an ongoing program to renew and upgrade Council’s waterway Infrastructure.

Dry Creek Catchment, Walkley Heights



- 3.4 The construction of the new club facility at Hausler Reserve has been progressing well over the last couple months. Since May 2024, we have seen significant change, starting with the footings for the new build and inground services, prior to pouring the concrete slab. Most recently, the facility has started to be fitted out with internal walls and roofing, which is exciting as we are able to see how the building will function. In the next couple of months, we will also start to see the commencement of the carpark upgrade, which will complement the facility and the reserve.

Hausler Change Facility



- 3.5 The Irrigation Controller Renewal Program is well underway with around 25% of the 224 controllers having been renewed. Work is progressing without incident with Thinkwater, and is on track for completion in October 2024.



New Irrigation Controller Cabinet at Springbank Waters

- 3.6 We have recently completed some major traffic improvements at Salisbury East High School, with the installation of a new kiss and drop zone on Smith Road, Salisbury East. The improvements have been designed to assist traffic flow, tackling traffic congestion and supporting student and pedestrian safety, with the modified kiss and drop bay and upgraded footpaths.

Salisbury East High School Kiss & Drop, Salisbury East



- 3.7 There are a series of program amendments and / or changes being sought this reporting period, as outlined below.

Program Amendments

Amendment to Program

PR21478 Public Lighting Program

With Black Spot Grant funded traffic improvements recently being completed at the intersection of Wright Road and Beovich Road, Ingle Farm, it was determined there was a need to upgrade the street lighting at this location. Approval is being sought to include these lighting modification works to the 2024/25 PR21478 Public Lighting Program, with no program budget impact.

It is to be noted that a Lighting Assessment is to be completed on all Traffic change projects going forward.

Recommendation: Approves the inclusion of lighting modification works at Beovich Road & Wright Road, Ingle Farm, within the 2024/25 PR21478 Public Lighting Program, at a value of approximately \$12,000, with no impact to the program budget.

Impact: Program inclusion of necessary works

PR13725 Major Traffic Improvement Program

Within the 2024/25 Major Traffic Improvement Program, the upgrade of the roundabouts at the intersections of Church and Wiltshire Streets, plus Gawler and James Street, Salisbury, were scheduled to occur. Given the \$200M major redevelopment of the City Centre, it is proposed to put these roundabout upgrades on hold and bring forward an alternative priority. Approval is being sought to include within the 2024/25 Major Traffic Improvement Program the creation of a new left slip lane at Lakeview Drive, Parafield Gardens, to assist with traffic flow onto Kings Road. This project can be achieved within the current \$600k program budget.

Recommendation: Approves the 2024/25 PR13725 Major Traffic Improvement program reprioritisation due to the City Centre major redevelopment, with the deferral of two City Centre roundabouts being replaced with the creation of new left slip lane at Lakeview Drive, Parafield Gardens, with no impact to the budget.

Impact: Reprioritisation of the program

Sir Douglas Mawson Lakes

Similar to previous works undertaken at Sir Douglas Mawson Lakes, there is a section of the lake wall which needs renewal to stabilise and reinstate the footpath. This section of works is estimated to cost \$60,000 to rectify and therefore the funding for this is being sought this reporting period. Due to the urgent nature of the works to rectify, the request for funding has been included as a non-discretionary for first quarter.

Recommendation: Approves a 2024/25 Non-discretionary First Quarter Budget Review Bid to the value of \$60,000 in order to renew a section of Sir Douglas Mawson Lake where a failure has occurred.

Impact: Budget allocation for urgent works

PR18097 SAMP: Building Service Continuity Program

Due to condition, an additional air conditioner location has been identified for renewal at the soccer sporting clubrooms, Adams Oval, Salisbury North as part of the 2024/25 SAMP: Building Service Continuity Program. It is requested that these works also be included in within the existing air conditioning renewal budget where there is sufficient funding to do so.

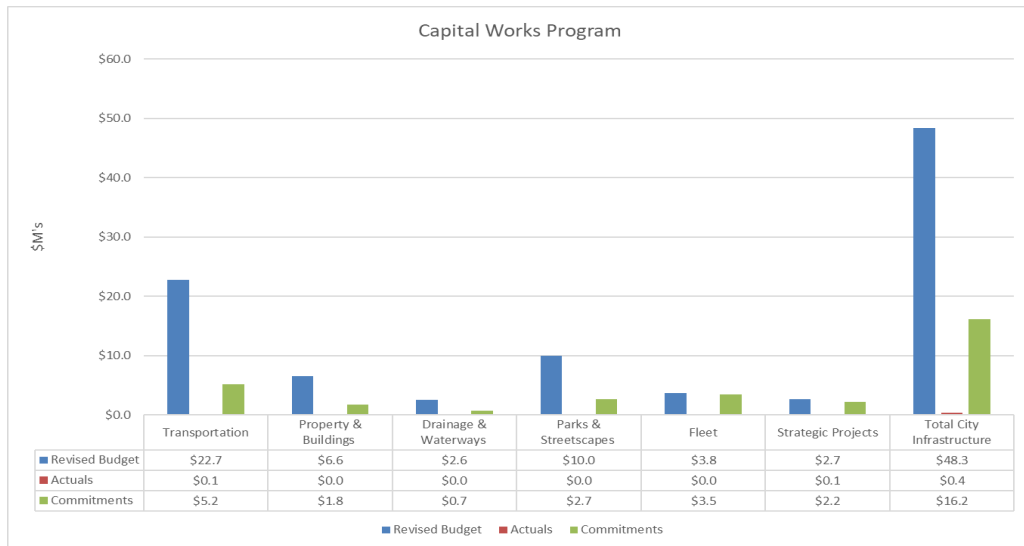
Recommendation: Approves the renewal of the air conditioner at the soccer sporting clubrooms, Adams Oval, Salisbury North, within the 2024/25 PR18097 SAMP: Building Service Continuity Program, with no impact to the air conditioning renewal program budget.

Impact: Program inclusion

4. FINANCIAL OVERVIEW

4.1 The financials at this time of the financial year reflect where the City Infrastructure Capital Works Program is at in its planning and design stage of new projects, with \$0.4M or, 0.8%, expended together with \$16.2M of commitment. Collectively, the spending and commitments are \$16.6M or, 34% of the \$48.3M Revised Budget. These figures exclude Salisbury Water, Information Technology and Strategic Property capital budgets and also carry forward funds. Revised budget figures will be updated in September following administration of the 2023/24 Carry Forward.

4.2 The following table displays the financial status by asset category which are covered within this report:



5. CONCLUSION

- 5.1 The first month of the 2024/25 financial year has started with project scoping at the various new locations identified for construction within the Capital Works Program, as well as substantial analysis of the 2023/24 program of works to inform the Carried Forward Report to be presented in September 2024.
- 5.2 The Road Reseal Program has commenced for 2024/25, along with the continuation of the Irrigation Controller Renewal Program which is progressing well. The structural walls have been established at Hausler Reserve, Parafield Gardens, Change Facility, and more recently the internal walls, which is an exciting development. We have also seen the completion of projects for the community such as Para Hills Cricket Club 6-lane cricket training facility, Dry Creek Catchment erosion protection, and Salisbury East High School traffic improvements, to name a few.
- 5.3 The following requests have been included this reporting period to address program changes:
- 5.3.1 At the conclusion of traffic improvement works at of the intersection of Wright Road and Beovich Road, Ingle Farm, to address a combined local area traffic management and road safety issue, it was determined that the street lighting is required to be upgraded at this location. It is requested that these lighting modifications be completed under the Public Lighting Program within the 2024/25 budget allocation where sufficient funding is available to do so.
 - 5.3.2 Due to the City Centre major redevelopment, reprioritise the Major Traffic Improvement Program to defer the renewal of two City Centre roundabouts and in lieu deliver the construction of a new left slip lane on Lakeside Drive, Parafield Gardens, to improve traffic flow onto Kings Road.
 - 5.3.3 Due to the urgent nature of the works, a request for funding is being sought to cover the stabilisation and footpath reinstatement along a section of the lake wall at Sir Douglas Mawson Lakes.
 - 5.3.4 A program inclusion is sought this reporting period for the renewal of the air conditioner at the soccer sporting clubrooms, Adams Oval, Salisbury North. There is sufficient air conditioning renewal funding available within the SAMP: Building Service Continuity Program to cover these works.

ITEM	4.1.2
	URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Office for Recreation, Sport and Racing - Community Recreation and Sports Facilities Program - Application Update
AUTHOR	Robert Hutchison, Open Space Technical Lead, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	To provide Council and update on the status and delivery timeframes for the Burton Park lighting upgrade project.

RECOMMENDATIONThat Council:

1. Notes the project update provided and that works are currently programmed to be completed in March 2025 and that the project scope and delivery schedule has been consulted on and accepted by the Salisbury United Football Club.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At its meeting held on Monday, 25 March 2024, it was resolved that Council:

1. *Notes that Council was notified in February 2024 that the two sports lighting grant funding applications submitted (Burton Park and Lindblom Park) by the City of Salisbury as part of the Community Recreation and Sport Facilities Program, were unsuccessful.*
2. *Notes that the upgrade to sportsfield lighting at Lindblom Park, Pooraka, will continue to progress, and subject to tender*
3. *Approves the retention of the existing \$300,000 Council budget funding approved for the Burton Soccer Precinct within PR17754 Sports Lighting Service Continuity Program.*
4. *Approves an additional 2023/24 third quarter non-discretionary budget review bid of \$250,000 for the Burton Soccer Precinct Lighting Upgrade PR17754 Sports Lighting Service Continuity Program to enable the complete lighting upgrade to pitches 1, 2 and 3 at Burton Park as well as the lighting upgrade of the community pitch (pitch 4) to 100 lux.*
5. *Requests that Administration progress the Burton Park lighting upgrade works as a matter of priority and liaise with Salisbury United Football Club on the preferred delivery timeframes by the end of March 2024, and provide a further report on proposed timeline to complete lighting upgrade commencing no later than September 2024.*

1.2 At its meeting held on Monday, 28th August 2023, it was resolved that Council:

- “1. Approves the submission of a \$600,000 State Government grant application for ‘Burton Park Sportsfield Lighting Improvements’ via the ‘Community Recreation and Sport Facilities Program’ in September 2023, noting the required matching \$300,000 City of Salisbury funding is already allocated within the 2023/24 Budget, PR17754 Sport Lighting Service Continuity Program in accordance with Resolution 0342/2023.
2. Approves the submission of a \$1,000,000 State Government grant application for ‘Lindblom Park, Pooraka, Lighting Improvements’ via the ‘Community Recreation and Sport Facilities Program’ in September 2023, noting the required matching \$500,000 City of Salisbury funding is already allocated within the 2023/24 Budget PR17754 Sport Lighting Service Continuity Program in accordance with Resolution 1442/2022.
3. Notes the outcome of these grant funding applications will be provided to Council via a future report.”

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Salisbury United Football Club

3. DISCUSSION

- 3.1 The administration has completed the design and engineering for the Burton Soccer Precinct Lighting Upgrade. All works have been designed to contemporary lighting and structural standards and are considered to create greater pitch layout flexibility to increase spectator viewing.
- 3.2 The proposal has been developed in consultation with the Salisbury United Football Club (the Club). The Club have been extensively briefed by the Team Leader Project Delivery and are aware and accepting of the impacts of the works and timing..
- 3.3 Through the project quality assurance process a number of items were identified in the design proposal which presented risks to the project. The required investigation of these items (in particular geotechnical investigations for footing design) has caused some minor delays to both the presentation of this report and the delivery of the project. The outcomes of the investigations have found that no changes are required to the design proposal and the works are able to progress as per the original design. The Club have been regularly updated on the matters throughout this process.
- 3.4 The proposal includes the removal of an existing light pole, installation of three additional poles and the replacement of all existing light fittings with LED lights. The new design retains four of the existing poles, in their existing locations. It is proposed that the current lights could potentially be reused at other locations, considering they have been in service for only 4 months.
- 3.5 Procurement has now commenced for these works and it is anticipated that this will be completed in October, 2024.
- 3.6 Administration has been advised that the supply time for the light poles is 16 weeks.

- 3.7 Project manager(s) will work proactively with the club to minimise any adverse impacts the works may have on Club operations throughout the construction period.
- 3.8 It is expected that works will be completed and the lights commissioned in March, 2025. Games for the 2025 season are schedule to commence 25 February, 2025.
- 3.9 Salisbury United are aware of the timeframes and Administration will work closely with the club to minimise any impacts to the 2025 football season.
- 3.10 The administration, in consultation with the Club, have put in place a number of mitigation strategies to reduce any potential adverse impacts that these works may have of the Clubs day to day operations including but not limited to:
 - 3.10.1 the replacement of the existing and aging luminaries (circa 10 years old) currently lighting pitch 4 with the luminaries removed from pitches 1 and 2 (circa 6month old). This replacement will replace aging assets with their modern equivalents and provide compliant lighting (100lux) to pitch 4 to allow for night games to be played if required. The current lighting of pitch 4 is estimated at 75lux.
 - 3.10.2 Requesting that Football South Australia (FSA) does not schedule any night home games in the opening rounds of the 2025 season.

Refining the proposed construction methodology to allow for the safe and unrestricted use of the Club facilities during the works.

4. FINANCIAL OVERVIEW

- 4.1 At the Council Meeting held on 18 March 2024 Council approved an additional 2023/24 third quarter non-discretionary budget review bid of \$250,000 for the Burton Soccer Precinct Lighting Upgrade PR17754 Sports Lighting Service Continuity Program. To date the total budget allocation of \$550,000 is considered sufficient to deliver the proposed works however the works remain subject to market pricing.
- 4.2 The lighting upgrade works will likely have an impact on the Clubs electricity costs. It is accepted that whilst the new LED light fitting will reduce overall electricity use that this reduction may not result in financial savings because of regulatory charges and SA Power Network (SAPN) tariff increases. The administration will optimise the electrical efficiency factor for the site to minimise increases to SAPN tariffs and the impact to the Club. The administration has had a number of discussions with key Club committee members to assist them with their electricity costs.

5. CONCLUSION

- 5.1 The administration has now completed detailed design and engineering for the Burton Soccer Precinct Lighting Upgrade and has received formal sign off from the Salisbury United Football Club on the design and proposed construction program. Procurement for the supply and installation of the lights is currently underway and the works are expected to be completed in March 2025.

ITEM	4.1.3
	URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Car Parking Options - Salisbury Recreation Precinct
AUTHOR	Jarred Collins, Manager Infrastructure Delivery, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The following report provides a summary of the carparking provisions at the Salisbury Recreation Precinct and options for additional parking within this precinct.

RECOMMENDATION

That Council:

1. Notes the report and additional carparking options presented.
2. Approves Option 4 as outlined in paragraph 3.17 of the report (Item 4.1.3 – Car Parking Options – Salisbury Recreation Precinct, Urban Services Committee, 19 August 2024) as the preferred choice to complement the Salisbury Recreation Precinct, providing links to the City Centre Renewal and Thrive strategies.
3. Approves a non-discretionary 1st quarter budget bid of \$1.3m to enable the delivery of Option 4 as outlined in paragraph 3.17 of the report (Item 4.1.3 – Car Parking Options – Salisbury Recreation Precinct, Urban Services Committee, 19 August 2024).

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Salisbury Recreation Precinct Carpark and Playspace Options

1. BACKGROUND

1.1 At its meeting held on Monday, 18 December 2023, it was resolved that Council:

“1. Notes the previous request of the Administration to include a playspace or road safety education centre at the Salisbury Recreation Precinct, and that this be deferred to enable a report to the Urban Services Committee on additional options for carparking at the Salisbury Recreation Precinct, to be reported back to Council in August 2024.”

- 1.2 The Salisbury Aquatic Centre was opened Saturday, 22 June, and open to the public from the 24th June. The redevelopment was co-funded by the Government of South Australia’s Local Government Infrastructure Partnership Program and will offer a wide range of aquatic, health and leisure services.
- 1.3 The centre features a warm water activity pool, 25-metre lap pool, Olympic sized 50-metre lap pool, waterplay features, 10-metre high triple water slides, and BlueFit Health Club.

- 1.4 On the first day of opening, the Salisbury Aquatic Centre had a large number of people through its doors, with the new Health Club being a big draw-card. Currently we have 743 members signed up to take advantage of these facilities, along with 713 ‘Learn to Swim’ Enrolments.
- 1.5 At its meeting held on Monday, 28 August 2023, it was resolved that Council:
- “1. *Notes the Federal Government has released Phase 4 of the Local Roads and Community Infrastructure grant funding program and as part of this has allocated \$1,683,846 to the City of Salisbury.*
2. *Approves the Salisbury Recreation Precinct Playspace (allocation of \$1,000,000), and the School Transport Framework projects (to the value of \$683,846), as the projects to be submitted to the funding body for Phase 4 of the Local Roads and Community Infrastructure Program to a total of \$1,683,846 as per allocated funding value.”*
- 1.6 In accordance with the above resolution, the program of works for Phase 4 of the Federal Governments Local Roads and Community Infrastructure program was approved by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in September 2023.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 CIRQA – Traffic Engineering Consultants

3. DISCUSSION

- 3.1 The Salisbury Recreation Precinct is a key destination within the City that provides the community with open recreational spaces and linked paths of travel to and from the City Centre. With the precinct following along the Little Para, this waterway together with the significant trees provides a tranquil environment for the trail network to traverse through.
- 3.2 A key priority for the City of Salisbury is the Thrive Strategy where the health and wellbeing of our community is a primary consideration. The Salisbury Recreation Precinct supports this strategy with the provision of spaces where people can socially connect and be physically active. The construction of the new Salisbury Aquatic Centre which is collocated provides additional water and recreational facilities for the community.
- 3.3 As part of the overall Salisbury Aquatic Centre redevelopment, the carpark was upgraded to cater for the expected utilisation of the facility, this was informed on the basis of a detailed assessment noting the following;
- 3.4 The Planning and Design Code identifies a parking requirement of 4.5 spaces per 100m² of land uses classified as ‘indoor recreation centres’. However, no rate is identified for ‘external recreation’ facilities such as pools or water play areas.
- 3.5 If the gross floor area of the Aquatic Centre was assessed on the basis of the indoor recreation centre rate, there would be a requirement for 91 spaces. If the outdoor pool area (1,150 m²) and water play area (1,150 m²) were included and assessed on the basis of the above rate (along with the internal areas) there would be a total requirement for 195 spaces.

- 3.6 However, such an assessment is likely to overestimate demands associated with the facility given much of the internal area is ancillary to the pool and water play areas (i.e. there would be ‘double-counting’ of demands associated with the centre).
- 3.7 From a similar aquatic centre project recently undertaken by the traffic engineers, benchmarking information was identified in respect to parking provision for such facilities compared to annual visitation rates.
- 3.8 The benchmarking exercise had identified a parking demand rate of approximately one parking space per 2,500 to 2,850 annual visitations (which includes consideration of demands during high activity seasons).
- 3.9 The anticipated annual visitation for the redevelopment of the Salisbury Aquatic Centre would be in the order of 300,000 visitors per year. On this basis, the previous benchmarking data would suggest a likely requirement for 105 to 120 parking spaces for the proposed redevelopment.
- 3.10 The provision of 148 spaces would, on this basis, is adequate to accommodate the 80th percentile parking demands associated with the Aquatic Centre as well as providing some additional capacity for other uses and activities within Happy Home Reserve and overall precinct including the playspace, fitness equipment, tennis club and proposed rider safety park.
- 3.11 The inclusion of a rider safety park complements the offering to the precinct, and it would be expected that the overall parking complement will cater for peak demands noting that if programmed activities occur within this space participants would likely come via bus to site. No such facility is available in Salisbury currently.
- 3.12 While the proposed rider safety park is expected to be well received by the community and in particular schools, it is not expected to generate a high car parking requirement.
- 3.13 Staff have investigated options for additional carparking provisions within the Salisbury Recreation Precinct, in line with the Council resolution. The options and associated costings are as follows;

OPTION 1 – Road Safety Park with Court Upgrade

- 3.14 Option 1 in line with the previous Council resolution, includes a complementary playspace to the existing Salisbury Recreation Precinct, the space includes;
 - 3.14.1 Rider safety park
 - 3.14.2 Picnic Shelter
 - 3.14.3 BBQ’s
 - 3.14.4 Drink Fountains
 - 3.14.5 Covered event space
 - 3.14.6 Path network upgrades
 - 3.14.7 Hardcourt surface upgrade.

OPTION 2 – Additional Carparking Only

3.15 Option 2 provides provision of the following;

- 3.15.1 82 additional carparks to the facility retaining the maximum amount of open space available.
- 3.15.2 Upgraded footpath network facilitating movement between the carpark and the Salisbury Aquatic Centre.

OPTION 3 – Additional Carparking and Court Upgrade

3.16 Option 3 provides provision of the following;

- 3.16.1 82 additional carparks to the facility retaining the maximum amount of open space available.
- 3.16.2 Upgraded footpath network facilitating movement between the carpark and the Salisbury Aquatic Centre.
- 3.16.3 Hardcourt surface upgrade.

OPTION 4 – Additional Carparking, Road Safety Park and Court Upgrade.

3.17 Option 4 provides provision of the following;

- 3.17.1 Rider safety park
- 3.17.2 Picnic Shelter
- 3.17.3 BBQ's
- 3.17.4 Drink Fountains
- 3.17.5 Covered event space
- 3.17.6 Path network upgrades
- 3.17.7 Hardcourt surface upgrade.
- 3.17.8 82 additional carparks to the facility retaining the maximum amount of open space available.
- 3.17.9 Upgraded footpath network facilitating movement between the carpark and the Salisbury Aquatic Centre.

3.18 Options 2 and 3 do not meet Councils desire to have a new playspace in the Salisbury Recreation Precinct.

3.19 In future years, if additional parking is found to be needed at this precinct, additional parking can be provided on the eastern side of the Little Para River allowing residents to use the existing footbridge to access the pool.

4. FINANCIAL OVERVIEW

4.1 In September 2023, the Federal Government approved the allocation of \$1M for Salisbury Recreation Precinct to deliver a playground at Happy Homes Reserve, Salisbury North, via Phase 4 of the Local Roads and Community Infrastructure Program. This grant funding stream did not require a matching Council contribution and to note, no Council contribution was allocated to supplement the \$1M grant funding.

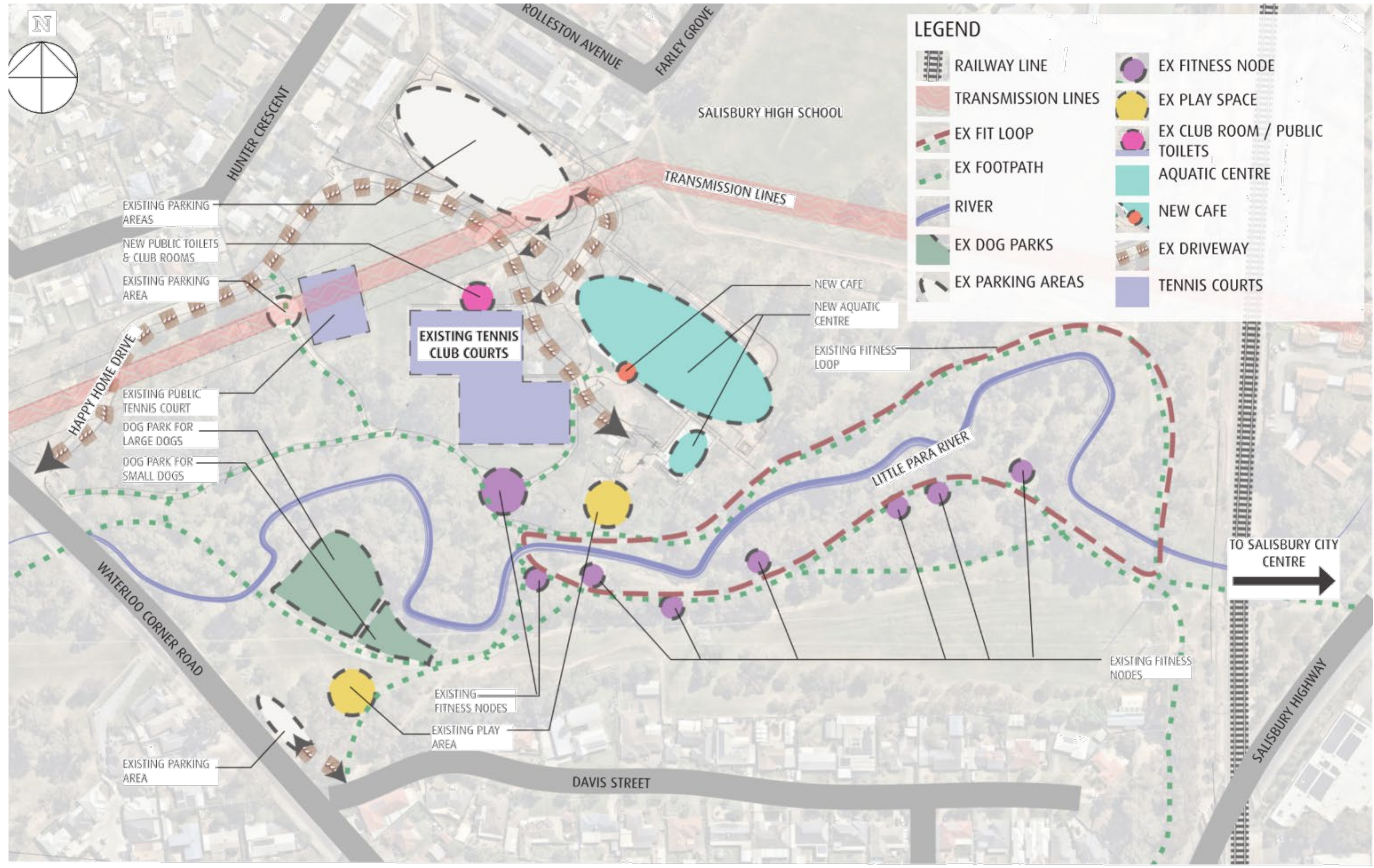
- 4.2 A condition of this grant funding program is that the nominated projects are to be completed by 30 June 2025.
- 4.3 To date, approximately \$8k has been spent of the budget on design and investigation.
- 4.4 The following table provides estimated costs for the options as outlined in the report, noting that there is currently a \$1m allocation of funding towards the works. Approval for variation to the works will be required from the LRCI funding body prior to undertaking the works.

Scope	Cost
OPTION 1 – Road Safety Park with Court Upgrade	\$1,016m
OPTION 2 – Additional Carparking Only	\$982k
OPTION 3 – Additional Carparking and Court Upgrade	\$1.3m
OPTION 4 – Additional Carparking, Road Safety Park and Court Upgrade.	\$2.3m

- 4.5 The options as outlined in 3 and 4 will require additional Council funding of \$300k and \$1.3m respectively.

5. CONCLUSION

- 5.1 An allocation of \$1M of funding from the Local Roads and Community Infrastructure program was approved for a playspace upgrade to the Salisbury Recreation Precinct, with this infrastructure aligning directly to the Thrive Strategy to provide spaces where the community can socially connect and be physically active.
- 5.2 Additional options for consideration with regard to the upgrade have been provided within this report to maximise the usability and retaining open space.
- 5.3 Options 3 and 4 would require additional Council funding.



SITE ANALYSIS

SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024

DRAWN BY: ARTHUR CHEN



OPTION 1 - ROAD SAFETY PARK WITH COURT UPGRADE

SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE: 02/08/2024

DRAWN BY: ARTHUR CHEN



OPTION 2 - ADDITIONAL CAR PARKING ONLY
 SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024

DRAWN BY: ARTHUR CHEN



OPTION 3 - ADDITIONAL CAR PARKING & COURTS

SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024

DRAWN BY: ARTHUR CHEN

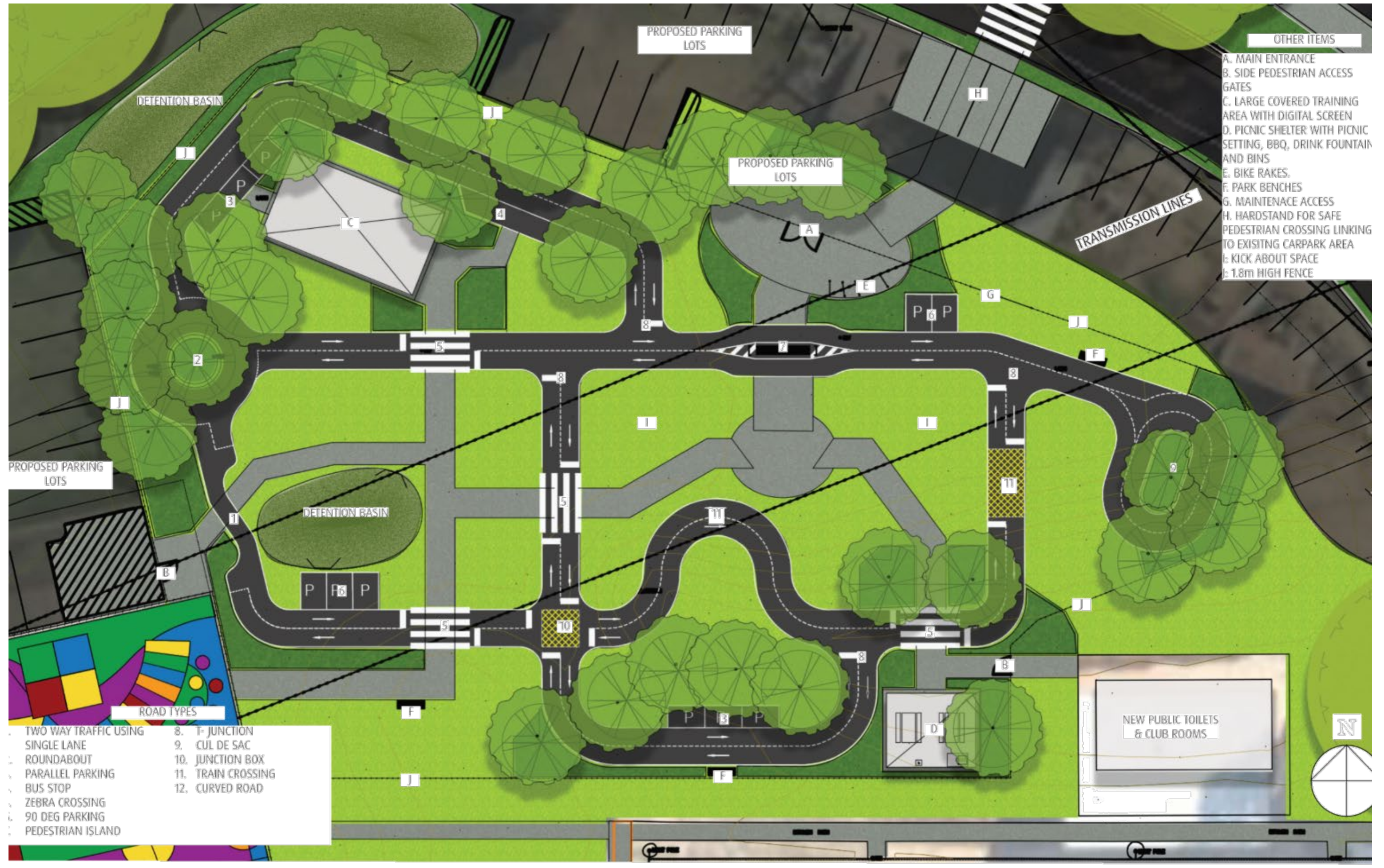


OPTION 4 - ADDITIONAL CAR PARKING AND ROAD SAFETY PARK

SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024

DRAWN BY: ARTHUR CHEN



CLOSE UP OF ROAD SAFETY PARK
 SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024
 DRAWN BY: ARTHUR CHEN



BOX JUNCTION



T-JUNCTION



SIGNALIZED T-JUNCTION



ROUND ABOUT



CUL DE SAC



SINGLE TO DOUBLE LANE



REFUGE CROSSING



ZEBRA CROSSING

POSSIBLE SMARTS TO BE INCLUDED

- A) SIGNALISED TRAFFIC LIGHTS - USING A DIGITAL SCREEN WITH VANDAL PROOF PROTECTION TO SHOW TRAFFIC SIGNALS. ACTIVATE WHEN IT DETECTS PEOPLE ENTERING ANY OF THE PEDESTRIAN ACCESS GATES. SWITCHES TO DIGITAL ART OR SIMILAR WHEN NOT BEING USED.
- B) PEDESTRIAN COUNTER - INSTALLED AT THE PEDESTRIAN GATES. ACTS AS TWO FOLDS: 1) TO ACTIVATE THE TRAFFIC LIGHTS AND 2) TO COUNT NUMBER OF PEOPLE.
- C) LARGE DIGITAL SCREEN INSTALLED UNDER LARGE COVERED TRAINING AREA, USED TO PROVIDE ROAD SAFETY TRAINING TO USERS. SIMILAR TO WHAT IS DONE IN SCH HUB MEETING ROOMS, USERS CAN LOG IN VIA GIVEN CODE (VIA LINKING TO THE POOL'S WIFI NETWORK). IT WILL SWITCH TO DIGITAL ART OR COS MESSAGES (OR SIMILAR).
- D) PICNIC SHELTER LOCATED NEXT TO THE TOILET, CAN PROVIDE WIRELESS CHARGING
- E) PARKING SENSORS - INSTALLED WITHIN THE PROPOSED PARKING LOTS TO COUNT NUMBER OF PARKING LOTS BEING USED AT ANY ONE TIME.

ROAD TYPES WITHIN ROAD SAFETY PARK
 SALISBURY RECREATION CENTRE, HAPPY HOME RESERVE, SALISBURY NORTH

DATE:02/08/2024

DRAWN BY: ARTHUR CHEN

ITEM	4.1.4 URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Free Organic Waste Drop Off Scheme
AUTHORS	Tamika Cook, Senior Natural Assets Officer, City Infrastructure Elizabeth MacGillivray, Team Leader Natural Spaces and Environmental Management, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	<p>In response to the Council resolution on Monday, 25 March 2024, the Administration has investigated options for a free green organics waste drop off scheme for City of Salisbury residents in addition to utilising green kerbside waste bins. It is currently unknown what quantities of green waste would be dropped off and how many households may take up this service. The City of Salisbury does not currently have a site that could be established for the collection and processing of green organic waste. There is also no current budget allocation for an initiative of this kind. NAWMA can provide a green waste voucher for a cost of \$61 for a trailer-load of green organic waste. Based on figures from other South Australian metropolitan councils, it is estimated that 10,000 loads may be dropped off by residents per year. This number of loads of material dropped off at either NAWMA's Pooraka or Edinburgh North Resource Recovery Centres would cost Council approximately \$610,000 per year.</p>

RECOMMENDATION

That Council:

1. Notes that a free green waste drop off scheme is not recommended because it is unlikely to provide any financial and environmental benefit and will likely cost the community approximately \$610,000 per year.
2. Notes that Administration are undertaking a waste audit in the 2024/2025 Financial Year (FY) to better understand waste generation and consider opportunities for more reuse of materials in the City. This audit forms an important component of work to develop a waste management strategy for Council's operations and the City.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At its meeting held on Monday, 25 March 2024, it was resolved that Council:

“1. Requests the Administration to present a report to the Urban Services Committee by August 2024, on a proposed free residential organic green waste drop off scheme for members of the Community, with this report to include estimated establishment and ongoing operating cost, resources and information about similar schemes by other councils including City of Tea Tree Gully and Adelaide Hills Council”

1.2 Council does not currently have an initiative for its residents to dispose of large volumes of green waste for free apart from green kerbside waste bins. Residents can currently dispose of larger volumes of green waste at the two Resource Recovery Centres, however there is a fee attached to this.

1.2.1 The current fee for disposing of larger volumes of green waste at the Resource Recovery Centres varies depending on the size of the vehicle or trailer. For a standard 6 x 4 trailer (which is the most common vehicle size coming through the Resource Recovery Centres), the fee is \$43. As part of the current lease agreement for the Pooraka Resource Recovery Centre, Council subsidises a portion of the fee for City of Salisbury residents disposing of green waste. Again, using the example of a 6 x 4 trailer, the discounted rate would come down to \$37 (from \$43). This subsidy is not applicable to the Edinburgh Resource Recovery Centre as that site is not owned by the City of Salisbury.

1.2.2 Figures obtained from NAWMA show that during the last financial year (2023/2024), 1,804 vehicles came through the Pooraka Resource Recovery Centre to dispose of green waste at a cost of \$19,507 to Council for the subsidy. Figures from the 2022/2023 financial year show that 2,826 vehicles came through the Pooraka Resource Recovery Centre to dispose of green waste at a cost of \$29,717 to Council for the subsidy.

The reason for the disproportionate figures between the two financial years is due to the Pooraka Resource Recovery Centre temporarily closing for four months between April and August 2024 for facility upgrades. Based on monthly averages, there has not been a noteworthy increase in residents utilising the Parooka Resource Recovery Centre.

1.3 The contents of green kerbside waste bins are collected and currently taken to Peats Soil and Gardens Supplies to be composted and reused in gardens as well as large scale horticultural and agricultural operations to improve the quality of the soil. This also applies to any green waste disposed of at the Resource Recovery Centres.

1.4 City of Salisbury residents are currently eligible to receive a free 140 litre or 240 litre green food organics green organics (FOGO) kerbside waste bin which is collected on a fortnightly basis.

Residents can elect to have a second FOGO bin. NAWMA will empty up to two FOGO bins at a household for no additional charge.

1.5 NAWMA has recorded that the City of Salisbury has issued 50,909 FOGO kerbside waste bins to properties, which equates to over 80% of households having a kerbside FOGO waste bin.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 City of Tree Gully
- 2.2 Adelaide Hills Council
- 2.3 City of Port Adelaide Enfield
- 2.4 NAWMA

3. DISCUSSION

- 3.1 Administration met with City of Tea Tree Gully staff responsible for its 'Enviro Care' days.
 - 3.1.1 The City of Tea Tree Gully (CTTG) hold 23 'Enviro Care' events per year; 17 events on a Sunday and 6 events on a Wednesday.
 - 3.1.2 Approximately 730 vehicles attended the site at the Sunday event on 16 June 2024. CTTG staff indicate that numbers of between 700 to 1,000 vehicles for weekend Enviro Care days are not uncommon. There are typically less vehicles on the weekdays.
 - 3.1.3 8 staff members are required to ensure each event runs smoothly.
 - 3.1.4 Each event costs approximately \$15,000 to run in terms of staff time and to engage a contractor to mill the green waste disposed of by residents. The management and operation of the site is managed by CTTG staff. Operational activities include:
 - Additional processing post milling the material. The composting material has to be mixed routinely to ensure that there is adequate oxygenation to prevent anaerobic digestion which create odour issues. The material has to be broken down uniformly in order for it to be reused.
 - Continual site presence to manage the movement of materials around the site and security to ensure there is no contamination of material, which is increasingly a risk considering recent issues with contaminated green waste in the Eastern States. It is good practice to have a system of records management to track where the composted material is reused.
 - Statutory permits and approvals are required for the processing of green waste. The regulator is the Environmental Protection Authority, who will conduct annual audits to ensure compliance with the licence provisions.
 - 3.1.5 CTTG decision to proceed with Enviro Care Day was partly driven by potential cost savings because CTTG has a high demand for organic material and mulch used throughout the City in tree screens and landscaped areas. All the material generated by Enviro Care days is processed on site and utilised for City Beautification Projects and regular maintenance of tree screens and landscaped areas.
- 3.2 Administration contacted Adelaide Hills Council (AHC) staff responsible for its green organics drop off days:

- 3.2.1 Adelaide Hills Council have 26 green organics drop off days which are based seasonally (eg. less events during winter).
- 3.2.2 Due to the geographical size of Adelaide Hills Council, there are 3 sites (Heathfield Depot, Woodside Depot and Gumeracha Depot) hosting green organics drop off days on the same day.
- 3.2.3 7 staff members are required across the 3 sites to ensure the events run smoothly.
- 3.2.4 Following the events, the organic waste is transported from the Woodside and Gumeracha Depots to the Heathfield Depot where the material is processed into mulch and sold onto residents.
- 3.2.5 On average, 400 vehicles attend each event at Heathfield Depot, 50 vehicles attend each event at Gumeracha Depot and 100 vehicles attend each event at Woodside Depot.

AHC and CTTG Model - Dedicated Green Waste Site

- 3.3 The AHC and CTTG model requires a dedicated site for managing green/organic waste. Council does not currently have a dedicated site for managing green/organic waste. In addition, Council does not currently have land that would be suitable for the collection, processing, storage and distribution of processed green waste.
 - 3.3.1 Some of the key considerations for the AHC and CTTG model are as follows:
 - Flood and fire risk and environmental impact
 - Traffic management in and out of site (CTTG staff indicate long queues that extend into the main road).
 - Community acceptance and proximity to residential areas.
 - Adequate size for the activities undertake on site which will include collection and distribution (to third party) but could also include processing and storage.
 - Provision of services to the site, water, electricity and sewer.
 - Approvals from the appropriate regulators – it is anticipated that once a site is identified, the appropriate approvals would require another 12 months an another 12 to 18 months of planning and infrastructure provision depending on the approval conditions.
 - 3.3.2 Resourcing and ongoing operation of a Green waste site –
 - Resourcing is required for receiving green waste to ensure that the waste brought to the site is not contaminated with waste that would not be permitted under the Environmental Protection Licence (EPL).
 - Resourcing is required to turn over the piles of green waste to ensure composting is undertaken under the right conditions and to prevent odour issues.

- Resourcing is required to manage the site. The staff member should be on site to manage operational activities such as monitoring movements within and material in and out of the site. Record keeping of movement of material will also be required under the requirements of the EPL.
- 3.3.3 Minimum infrastructure requirements -
- Typical infrastructure requirements are security access, gates fencing
 - Provision of services, electricity, water and sewer.
 - Site office
 - Drainage to manage stormwater and leachate.

Port Adelaide Enfield (PAE) Model

- 3.4 The City of Port Adelaide Enfield (PAE) was also contacted regarding their green waste drop off system, which allows residents to drop off loads of green waste to the IWS site at Wingfield at no charge. PAE are considering limiting the number of drop offs to four per household. Approximately 6,447 loads of green organic waste per year are dropped off at IWS by PAE residents.

City of Onkaparinga (CoO) Model

- 3.5 The City of Onkaparinga (CoO) have, from 1 July 2024, changed their scheme from a free drop off to a user pays system where residents can dispose of green organic waste at All Bulk Waste Lonsdale (commercial facility) for \$24 for 1m³, up to a total of 15 m³ per year. The change to a user pays system was implemented as only 4% of households utilised the service.

PAE and CoO Model – Third Party Waste Management Site

- 3.6 The CoO and PAE provide a green waste drop off service via a third-party waste management site. In these cases, the licensing, maintenance and monitoring is undertaken by the provider and not directly by the Council. As such, Administration approached NAWMA operations staff regarding the possibility of partnering with them on an organic waste drop scheme:
- 3.6.1 NAWMA staff indicated that operationally, organic waste drop off events (similar to CTTG and AHC) would not be possible as the existing sites, Pooraka Resource Recovery Centre and Edinburgh Resource Recovery Centre, cannot cater for the anticipated volume of vehicles.
- 3.6.2 NAWMA has indicated that they would be willing to partner on a voucher system for organic waste drop off, similar to the hard waste voucher system. If a trial was to occur of a voucher system, two vouchers per financial year would be recommended, in line with hard waste vouchers and capability of software systems to cater for requesting vouchers.
- 3.6.3 NAWMA has indicated that residents would be able to obtain vouchers digitally, via their website. During office hours, residents unable or uncomfortable with using online options would be able to obtain vouchers by ringing NAWMA customer service.

- 3.7 The volume of green organic material likely to be dropped off by City of Salisbury residents is currently unknown. The following data has been used to estimate a possible usage:
- 3.7.1 the number of loads per year and the number of households obtained from other Councils
 - 3.7.2 number of hardwaste vouchers currently obtained by City of Salisbury residents per year
 - 3.7.3 number of loads of green waste currently disposed of at Pooraka Resource Recovery Centre by City of Salisbury residents per year
- 3.8 Based on these sources of information, an initial estimate may be 10,000 loads per year from Salisbury residents.
- 3.9 Figures included are based on a scheme available for residents/households only – no businesses, commercial providers, trucks etc.
- 3.10 A summary of advantages and disadvantages of the schemes outlined above, as well as a ‘Do Nothing’ option, are outlined in Table 1.

Table 1. Summary of Options

Option	Details	Advantages	Disadvantages
1	Collect, process/mulch and sell (Adelaide Hills Council program)	Utilises material from community Sale of product provides some income to offset operating costs Residents enjoy unlimited load drop offs Council has control of site	Requires site to be established Site likely requires licensing by EPA Monitoring and reporting required Staff operating costs for each drop off day Council takes on risks associated with operating site
2	Collect, process/compost and use (City of Tea Tree Gully program)	Residents enjoy unlimited load drop offs Council has control of site	Requires site to be established Site likely requires licensing by EPA Monitoring and reporting required No use for the composted material within City of Salisbury Staff operating costs for each drop off day Council takes on risks associated with operating site

Option	Details	Advantages	Disadvantages
3	Provide a free green waste drop off service at a third-party site (City of Port Adelaide Enfield program)	Monitoring, maintenance and operating costs not directly undertaken by Council Materials utilised by broader community via third party Does not require specific land parcel within Council Limits risk to Council	No control over site Charged by provider and no control over cost
5	Charge residents to drop off green waste at a third-party site (City of Onkaparinga)	User pays system Currently available to residents No limit to loads that can be dropped off	Cost to residents
6	NAWMA – voucher program	Additional service to residents Allows larger loads of material to be disposed of at no cost Low risk to Council as no site to maintain and operate	Additional cost for Council to provide service
7	Maintain Status Quo – FOGO bins and subsidised green waste drop off at Pooraka Resource Recovery Centre	Existing system No additional cost for Council	No provision of larger loads to be dropped off for free No change in services level – no additional benefit for residents

- 3.11 Administration's preferred option is Option 7, which is the "maintain status quo" approach because it is unlikely that the scheme will provide financial or environmental benefit for the City of Salisbury but will cost residents.
- 3.12 However, if Council decides to provide a new service to improve accessibility for residents, Administration recommends Option 6, which is the partnership arrangement with NAWMA in implementing a voucher program. The estimated cost for operating the program is discussed in Section 4 of this report.
- 3.13 Administration are not able to estimate the cost of Options 1 and 2 because of the uncertainty in the infrastructure requirements and land purchase required to proceed with Option 1 and 2.

- 3.14 Administration will be undertaking a waste audit in the 2024/2025 Financial Year (FY) to better understand waste and consider opportunities for more reuse of materials in the City. The findings of the audit will inform reuse opportunities across operations at CoS. This is an important component of work that will inform the development of a waste management strategy for Council's operations and the City.

4. FINANCIAL OVERVIEW

- 4.1 The current NAWMA budget includes an allocation of approximately \$2.3 million for green waste collection and disposal through the kerbside bin system as well as material dropped off by residents at the Pooraka and Edinburgh North Resource Recovery Centres.
- 4.2 The NAWMA waste management budget does not currently include an allowance for free green waste drop off. Any such initiative is currently unfunded.
- 4.3 Provision of a free green waste drop off scheme is not expected to make a significant reduction in the amount of green organic material collected through the kerbside bin system therefore funds should not be redirected from the kerbside waste management budget to fund free drop offs of green waste. This is the feedback provided by other councils which had commenced green waste drop off schemes.
- 4.4 Kerbside FOGO bins will continue to be presented at the kerb for day-to-day smaller food organics and green organics materials. Free green waste drop off schemes provided by other Councils do not allow for food waste, animal waste etc – only larger loads of branches, leaves, grass clippings from gardens.
- 4.5 If Council opted for a voucher system for organic waste drop off, the cost would be approximately \$61 per voucher to Council and free for residents.
- 4.5.1 Whilst it is hard to understand the uptake of green waste vouchers at this point in time, if 10,000 vouchers (as considered above) were to be redeemed by residents, this would be a cost of Council of approximately \$610,000 per year. This equates to approximately 18% of households redeeming one green waste voucher.
- 4.5.2 Data obtained from NAWMA indicates that for the 2023/2024 financial year, 8,500 hard waste vouchers were redeemed by City of Salisbury residents which equates to 15% of households. If the voucher system was replicated and applied to green waste, with the same rate of uptake (8,500 vouchers), the annual cost to Council would be \$518,500.

5. CONCLUSION

- 5.1 The administration has provided a number of examples of green waste drop off schemes operating in South Australian metropolitan councils for consideration by Council.
- 5.2 Establishment of a site specifically for receiving and processing green waste is not recommended at this time, because of the lack of information to make an informed decision at this time. Information gaps include:
- 5.2.1 Capital and operating cost.

- 5.2.2 Absence of suitable sites currently in the control of Council for this purpose.
- 5.2.3 Uncertainty around demand and supply of green waste material which needs to be considered when assessing the feasibility and sustainability of the new service.
- 5.2.4 Further investigation that is site specific will need to be considered but with the absence of available and suitable land in Council's care and control, this cannot be considered at this time.
- 5.3 Administration's preferred option is the "maintain status quo" approach because the free green waste drop off scheme is unlikely to lead to any financial or environmental benefit. Residents currently have access to existing conveniently located resource recovery centres for a fee and also access to a second green bin at no cost to the resident.
- 5.4 The current NAWMA waste management budget does not allow for any free green waste drop off initiatives. A non-discretionary budget bid would have to be considered by Council to implement the proposed scheme.

ITEM	4.1.5
	URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	NAWMA Charter Review
AUTHOR	Charles Mansueto, Deputy Chief Executive Officer, Business Excellence
CITY PLAN LINKS	2.2 We make the most of our resources including water, waste and energy 3.1 Salisbury's businesses are successful and part of our community
SUMMARY	This report seeks Council consideration and approval of a revised NAWMA Charter as recently approved by the NAWMA Board at its 29 July 2024 meeting.

RECOMMENDATIONThat Council:

1. Approves the amended NAWMA Charter as provided as Attachment 1, Item 4.1.5, NAWMA Charter Review, 19 August 2024.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. NAWMA Letter - Charter Amendments

1. BACKGROUND

- 1.1 NAWMA provides various waste services to the three constituent Councils including the City of Salisbury.
- 1.2 NAWMA operates as a regional subsidiary with a Charter approved by the constituent Councils to guide how NAWMA should operate.
- 1.3 The current Charter was last reviewed in 2015 with a requirement to review the Charter at least every 4 years.
- 1.4 NAWMA commenced a review of the Charter and has identified some initial changes that are required to ensure NAWMA can enhance how it operates.
- 1.5 The proposed amendments at this stage do not address feedback provided by the various Councils as part of a more substantial review of the Charter. These will be addressed at a later stage.
- 1.6 NAWMA has requested that Council provides its approval by the 31 August 2024.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 No external consultation has occurred.

3. DISCUSSION

- 3.1 Provided as Attachment 1 is the letter summarizing the changes to the Charter and also providing a clean copy of the new Charter.
- 3.2 Key changes are highlighted in the following table:

CLAUSE	MATTER	AMENDMENT	RATIONALE
5.1.5	Purpose and Functions	Clause added	To provide for varied projects
6.2.8	Powers	Clause added	To provide for varied projects
8.2.2	Delegation Limit	The current \$50,000 is proposed to be lifted to \$100,000	Goods and services that are procured above this limit require Board approval. Below this limit the CEO can approve the procurement. Each such approval delay works unnecessarily if it needs to go to the Board and often adds prolongation costs, so that before the award is even approved, the costs go up because of long delays. This higher limit will streamline procurement approval at no loss or oversight of control.
10.1.2	Incoming Constituent Councils	Inclusion of a provision requiring that the Constituent Councils take into account the views of the Board on any incoming application	To allow the Board to review any incoming application noting any impact this may (or may not) have on the strategic direction of the organisation
11.3	Meeting Procedures	The Board will now determine their own procedures to apply in relation to its meetings, set out in a <i>Code of Practice – Meeting Procedures</i>	The provisions under the Act are more restrictive than is required by NAWMA. The <i>Code of Practice – Meeting Procedures</i> document allows the Board to operate in the manner of its choosing.
11.4-5	Confidentiality of Meetings and all related documents	To make all Board and Committee Meetings, and all related documents confidential	Waste is a highly competitive industry where other players can derive great benefit from NAWMA's public exposure of documents, particularly management strategies and pricing discussions. NAWMA's Board and Committees are dealing with market sensitive and confidential information at almost every Agenda item. NAWMA's whole of business requires a confidentiality umbrella as allowed for in the Act.

CLAUSE	MATTER	AMENDMENT	RATIONALE
12.1.2	Term of Chairperson	Allow multiple reappointments	To allow the Board to decide both the term and any extensions that might be granted. This amendment makes that clear, rather than being prescriptive.
12.18-20, 12.22	Committee Membership	Allow non-Board Members to be Committee Members, provided they are approved by the Board	The current wording restricts Committee Members to being only Board Members. Future NAWMA projects may require Constituent Councils to nominate their representatives to Committees with this amendment implementing that.
23.2-6	Access to Records	Substantially expanded Clause 23 Access to Documents	Feedback from Constituent Councils that more detail/clarity around process was desirable

1.7 It is further proposed to seek amendments to reflect current practice, for example:

1.7.1 At Clause 18.7, reference is made to payment in advance. Current practice is to receive and pay invoices in arrears to ensure appropriate reconciliation of services.

1.7.2 Further the reference to the Service Level Agreement (SLA) has inadvertently been removed from the proposed Charter. We will seek to include a reference to the SLA with suggested wording to reflect, “The Authority will enter into a service agreement with each Constituent Council in a form and upon terms and conditions agreed by each Council.” This will allow as current practice to have individual SLAs to reflect the needs of communities within each Council.

4. FINANCIAL OVERVIEW

4.1 There are no financial implications to be considered as part of the Charter review.

5. CONCLUSION

5.1 The Council is asked to consider the revised Charter and provide its approval of the revised Charter to allow NAWMA to progress the next steps to finalise the Charter review as required by the legislation.



31/07/2024

Mr John Harry
Chief Executive Officer
City of Salisbury
PO Box 8
Salisbury SA 5108

Dear Mr Harry,

RE: NAWMA Charter Amendment

I write with regard to NAWMA’s Charter and amendments endorsed by NAWMA’s Board at the meeting of Monday 29 July 2024.

The Board resolved at this Special Meeting the following:

7.3. NAWMA Charter Amendments

Moved Cr Grenfell that:

- a) *The Board approves the amendments to the NAWMA Charter as outlined in the body of the Report,*
- b) *The Board approves and adopts the draft Code of Practice – Meeting Procedures,*
- c) *The Board recommends to Constituent Councils that the amendments to the existing NAWMA Charter are approved, as required in the current Charter and the Act, and;*
- d) *Upon unanimous approval from all Constituent Councils, NAWMA Management arrange to publish the new Charter in the SA Government Gazette, as required in the current Charter.*

Seconded Cr Launder **Carried**

Clauses 4.4 and 4.5 of the NAWMA Charter stipulate the requirements regarding amendments to the Charter. These Clauses read as follows:

Clause 4.4

This Charter may not be amended except as all the Constituent Councils may agree by each passing a resolution in the same terms. An amendment is not effective unless and until published in the Gazette.

Clause 4.5

The Constituent Councils may review this Charter at any time, but must in any event review this Charter at least once in every 4 years.

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Item 4.1.5 - Attachment 1 - NAWMA Letter - Charter Amendments

As such, we ask Council to consider the amended version of the NAWMA Charter. Appended to this letter is the amended version of the Charter, which is significantly modernised having not been reviewed since 2015. The major changes from the current version of the Charter to this amended version of the Charter are summarised in the table below:

CLAUSE	MATTER	AMENDMENT	RATIONALE
5.1.5	Purpose and Functions	Clause added	To provide for varied projects
6.2.8	Powers	Clause added	To provide for varied projects
8.2.2	Delegation Limit	The current \$50,000 is proposed to be lifted to \$100,000	Goods and services that are procured above this limit require Board approval. Below this limit the CEO can approve the procurement. Each such approval delay works unnecessarily if it needs to go to the Board and often adds prolongation costs, so that before the award is even approved, the costs go up because of long delays. This higher limit will streamline procurement approval at no loss or oversight of control.
10.1.2	Incoming Constituent Councils	Inclusion of a provision requiring that the Constituent Councils take into account the views of the Board on any incoming application	To allow the Board to review any incoming application noting any impact this may (or may not) have on the strategic direction of the organisation
11.3	Meeting Procedures	The Board will now determine their own procedures to apply in relation to its meetings, set out in a <i>Code of Practice – Meeting Procedures</i>	The provisions under the Act are more restrictive than is required by NAWMA. The <i>Code of Practice – Meeting Procedures</i> document allows the Board to operate in the manner of its choosing.
11.4-5	Confidentiality of Meetings and all related documents	To make all Board and Committee Meetings, and all related documents confidential	Waste is a highly competitive industry where other players can derive great benefit from NAWMA's public exposure of documents, particularly management strategies and pricing discussions. NAWMA's Board and Committees are dealing with market sensitive and confidential information at almost every Agenda item. NAWMA's whole of business requires a confidentiality umbrella as allowed for in the Act.

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CLAUSE	MATTER	AMENDMENT	RATIONALE
12.1.2	Term of Chairperson	Allow multiple reappointments	To allow the Board to decide both the term and any extensions that might be granted. This amendment makes that clear, rather than being prescriptive.
12.18-20, 12.22	Committee Membership	Allow non-Board Members to be Committee Members, provided they are approved by the Board	The current wording restricts Committee Members to being only Board Members. Future NAWMA projects may require Constituent Councils to nominate their representatives to Committees with this amendment implementing that.
23.2-6	Access to Records	Substantially expanded Clause 23 <i>Access to Documents</i>	Feedback from Constituent Councils that more detail/clarity around process was desirable

Other minor changes included various changes to numbering because of the above amendments.

We respectfully ask that Council consider the amended version of the NAWMA Charter by **31 August 2024**, by way of return formal correspondence to myself. Following unanimous support from all three (3) Constituent Councils, the amended version of the Charter (endorsed by the NAWMA Board) will be submitted to SA Government Gazette in accordance with the Clause 4.4 of the Charter. A finalised and updated version of the Charter will be provided to Constituent Councils for their records at this time.

Should you have any questions with regard to anything contained in this letter, please reach out to either myself directly (g.dooley@nawma.sa.gov.au) or NAWMA’s Chief Executive Officer Toby Terlet (t.terlet@nawma.sa.gov.au).

Yours sincerely



Graham Dooley
Independent Chairperson

*Enclosed:
Amended NAWMA Charter (endorsed by NAWMA Board 29 July 2024)*

LOCAL GOVERNMENT ACT 1999
NORTHERN ADELAIDE WASTE MANAGEMENT AUTHORITY
CHARTER

The Constituent Councils:

- City of Playford;
- Town of Gawler; and
- City of Salisbury

have established the Northern Adelaide Waste Management Authority (the **Authority**).

The Authority is a regional subsidiary established pursuant to section 43 and Parts 2 and 3 of Schedule 2 to the *Local Government Act 1999* (the **Act**) for the purposes of providing and exploring options to deliver waste management and recycling services to the Constituent Councils (and beyond in the circumstances provided for in this Charter) in accordance with the objects, functions and powers conferred by this Charter.

PART 1 - GENERAL

1. DICTIONARY

1.1 In this Charter:

Act means the *Local Government Act 1999*;

Annual Plan means an Annual Plan that conforms to Part 3 of this Charter and most recently adopted by the Board;

Authority means the Northern Adelaide Waste Management Authority;

Board means the Board of Management of the Authority;

Board Member means at any time a member of the Board;

Chief Executive Officer means the Chief Executive Officer (**CEO**) of the Authority and includes a person acting in that office;

Constituent Council means at any time a Constituent Council of the Authority, which, at the date of publication of the notice of amendment of the Charter in the Gazette means the City of Playford, the Town of Gawler and the City of Salisbury;

Deputy Board Member means a deputy for a Board Member, who may act in place of and will have the same powers as, that Board Member, if the Board Member is unable for any reason to be present at a meeting of the Board;

Financial Year means 1 July in each year to 30 June in the subsequent year;

Independent Board Member (which includes the Chair) means a Board Member of the Authority who is not a member of a Constituent Council;

Majority means a majority of the Board Members present at a Board Meeting and entitled to vote, or a majority decision of the whole number of the Constituent Councils as the case may be;

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Schedule of Constituent Councils Interest in Net Assets is the document that reflects the proportionate contribution each Constituent Council has made to the growth of the net assets of the Authority having regard to the proportionate contribution to subscriptions. The Schedule when updated by the Board at the end of each financial year will reflect the proportionate contribution of each Constituent Council since the commencement of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year;

Special Decision is defined at clause 10.9 of this Charter; and

Unanimous Decision means a decision in the same terms made by the Constituent Councils (at any one time) voting in the same or substantially the same manner.

2. INTERPRETATION

- 2.1 In this Charter a reference to the approval, consent or agreement of the Constituent Councils requires, unless specified otherwise in this Charter, a Unanimous Decision.
- 2.2 Despite any other provision in this Charter:
- 2.2.1 the singular includes the plural and vice versa;
 - 2.2.2 words importing a gender include other genders;
 - 2.2.3 words importing natural persons include corporations;
 - 2.2.4 reference to a section(s) is to a section of the Act and includes any section that substantially replaces that section and deals with the same matter; and
 - 2.2.5 headings are for reference and do not affect the construction of this Charter.

3. ABOUT THIS CHARTER

- 3.1 This Charter is the constitution of the Authority.
- 3.2 This Charter binds the Authority and each Constituent Council.
- 3.3 Despite any other provision in this Charter:
- 3.3.1 if the Act prohibits a thing being done, the thing may not be done;
 - 3.3.2 if the Act requires something to be done, the Board recognises this and the CEO is authorised to take the action necessary to achieve it; and
 - 3.3.3 if a provision of this Charter is or becomes inconsistent with the Act, the provision must, to the extent of the inconsistency, be read down or failing that, be considered to be severed from this Charter.

- 3.4 This Charter may not be amended except as agreed by a Unanimous Decision, evidenced by resolution. An amendment is not effective unless and until notice of it is published in the Gazette.
- 3.5 This Charter may be reviewed by the Constituent Councils at any time but must be reviewed as required by the Act.
- 3.6 This Charter must be read in conjunction with Parts 2 and 3 of Schedule 2 to the Act and the Authority shall conduct its affairs in accordance therewith, except as modified by this Charter (where such modification is permitted by Schedule 2 to the Act).

PART 2 – GOVERNANCE

4. THE AUTHORITY

- 4.1 The Authority is a body corporate in the nature of a regional subsidiary established under the Act.
- 4.2 The principal office the Authority is 71 – 75 Woomera Avenue, Edinburgh, or as the Board may determine otherwise.
- 4.3 If the Authority engages in any commercial activity which constitutes a significant business activity of the Authority, it will assess that activity as required and, as necessary, will apply relevant principles of competitive neutrality.

5. PURPOSE AND FUNCTIONS

- 5.1 The Authority is established for the purpose of managing waste, including by receiving, processing and disposing of recyclable and other waste materials collected, primarily, within the areas of the Constituent Councils and has the following functions in this regard:
 - 5.1.1 to operate or obtain services for the collection of waste on behalf of the Constituent Councils and/or other approved councils;
 - 5.1.2 to provide waste management services whether in or (so far as the Act and this Charter allows) outside the area of any of the Constituent Councils, including waste collection, recycling of organic and inorganic materials and disposal of waste;
 - 5.1.3 to undertake management and collection of waste (in accordance with regulatory approvals) and kerbside materials recovery, on behalf of the Constituent Councils (and/or other approved councils) in an environmentally responsible, effective, efficient, economic and competitive manner;
 - 5.1.4 to enter into or engage in any waste related project approved in the Business Plan, or otherwise as resolved by Unanimous Decision;
 - 5.1.5 to research, develop and facilitate activities and/or enterprises, of any waste related nature, where the objective is the beneficial and circular use of waste and other resources;
 - 5.1.6 noting that any contract arrangement or other transaction which will incur expenditure by the Authority in excess of \$100, 000 and

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which is not referred to in an approved budget and the Business Plan requires a Unanimous Decision;

- 5.2 The following functions may be undertaken by the Authority, but only where required or directed by one or more Constituent Councils and charged directly to the Constituent Council(s) so requiring or directing:
- 5.2.1 promotion of the minimisation of waste;
 - 5.2.2 promotion of the recycling of recyclable materials;
 - 5.2.3 undertaking waste community education programs;
 - 5.2.4 in the common interest of the Constituent Council(s), liaising with other councils, the State of South Australia and the Commonwealth of Australia and their respective instrumentalities in relation to waste management;
 - 5.2.5 providing a representative to any statutory board or statutory committee concerned with waste;
 - 5.2.6 making application for grants and other funding from the State of South Australia and the Commonwealth of Australia and their respective instrumentalities for the purposes of the Authority;
 - 5.2.7 keeping the Constituent Councils informed about emerging opportunities, trends or issues in waste management;
 - 5.2.8 undertaking activities which result in a beneficial use of waste, including the investigation and preparation of a Business Plan with respect to alternative methods of disposing of waste;
 - 5.2.9 entering into or engaging in any waste related project where approved in the Business Plan;
 - 5.2.10 conducting all activities in a manner which complies with all regulatory requirements and minimises risks to the Constituent Councils;
 - 5.2.11 performing and/or monitoring the effectiveness and application of funding arrangements agreed by the Constituent Councils for waste management;
 - 5.2.12 being fully self-funding to the extent that this can be achieved; and
 - 5.2.13 providing a forum for discussion and consideration of topics relating to responsibilities to manage waste particularly in the area of the Constituent Councils and/or other approved councils;

6. POWERS

- 6.1 The powers, functions and duties of the Authority are to be exercised in the performance and furtherance of its objects and purposes.
- 6.2 The Authority has the following powers, functions and duties;
 - 6.2.1 subject to clause 6.3, to purchase, sell, lease, hire rent or otherwise acquire or dispose of any real property or interests;

- 6.2.2 to institute, initiate and carry out legal proceedings provided that any litigation is subject to an immediate urgent report to the Constituent Councils by the CEO;
- 6.2.3 subject to clause 6.3, to enter into any kind of contract or arrangement;
- 6.2.4 to borrow funds and incur expenditure in accordance with clause 6.3;
- 6.2.5 to enter into agreements with the Constituent Councils or any other person, body or council for the purpose of the collection, treatment, recycling and disposal of waste and operating and managing transfer stations and other sites in and outside the areas of the Constituent Councils for the treatment, recycling and disposal of waste;
- 6.2.6 to raise finance for all purposes relating to the collection, treatment, recycling and disposal of waste;
- 6.2.7 to determine the types of waste which will be collected or received and the method of collection, treatment, recycling and disposal thereof;
- 6.2.8 subject to clause 6.3, to engage in any waste related project and to research, develop and facilitate activities or enterprises, of a waste related nature, the objective of which is to result in a beneficial and circular use of waste and other resources;
- 6.2.9 subject to clause 6.3, to undertake a project in conjunction with any council or government agency or authority and in doing so to participate in the formation of a trust, partnership or joint venture with any council or government agency or authority to give effect to the project;
- 6.2.10 to employ, engage, determine the conditions of employment / engagement, remunerate, remove, suspend or dismiss / terminate the CEO of the Authority;
- 6.2.11 to open and operate bank accounts;
- 6.2.12 to make submissions for and accept grants, subsidies and contributions to further its objects and purposes;
- 6.2.13 to charge whatever fees the Authority considers appropriate for services rendered to any person, body or council (other than a Constituent Council) provided that such fees charged by the Authority shall be sufficient to at least cover the cost of the Authority of providing the services;
- 6.2.14 to charge the Constituent Councils fees for services that (as a minimum) cover the cost to the Authority of providing the services;
- 6.2.15 to accumulate surplus funds for investment purposes;
- 6.2.16 to distribute all or any surplus funds and/or make payment of a

dividend to the Constituent Councils provided that such distribution or payment will be made to the Constituent Councils in the proportions of their equitable interest in the Authority as set out in clause 18.12;

6.2.17 to invest any funds of the Authority in any investment authorised by the Local Government Finance Authority provided that;

- (a) in exercising this power of investment, the Authority must exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
- (b) investments that are speculative or hazardous in nature are avoided;

6.2.18 to employ, engage or retain professional advisers to the Authority;

6.2.19 to establish reserve fund(s) clearly identified for the upkeep and/or replacement of fixed assets of the Authority or for meeting any deferred liability of the Authority;

Borrowings and Expenditure

6.3 The Authority has the power to incur expenditure:

6.3.1 in accordance with a budget adopted by the Authority and approved by the Constituent Councils as required by the Act and/or this Charter; or

6.3.2 with the prior approval of all of the Constituent Councils; or

6.3.3 in accordance with the Act, and

6.3.4 in respect of expenditure not contained in the budget adopted by the Authority and approved by the Constituent Councils as required by the Act and/or this Charter, for a purpose of genuine emergency or hardship;

6.4 Unless otherwise approved by all of the Constituent Councils, all borrowings by the Authority;

6.4.1 must be from the Local Government Financial Authority or a registered bank or financial institution within Australia; and

6.4.2 must be drawn down within a period of 24 months from the date of the approval; and

6.4.3 must not be used for the purpose of funding operational costs.

7. ACTING OUTSIDE AREAS OF CONSTITUENT COUNCILS

For the avoidance of doubt, the Authority may undertake its activities outside the areas of the Constituent Councils but only where such activities have been approved by the Constituent Councils as being necessary, expedient and/or beneficial to the performance by the Authority of its functions and the activity is included in the Business Plan of the Authority.

8. POWER OF DELEGATION

- 8.1 The Authority may delegate a power or function conferred on it in accordance with clause 36 of Part 3 of Schedule 2 of the Act.
- 8.2 The Authority may not delegate the following powers or functions:
- 8.2.1 to impose charges;
 - 8.2.2 to enter into transactions in excess of \$100,000 unless authorised in an Annual Plan;
 - 8.2.3 to borrow money or obtain any other form of financial accommodation unless authorised in an Annual Plan;
 - 8.2.4 to approve expenditure of money on the works, services or operations of the Authority not set out in a Budget approved by the Authority or, where required by this Charter, approved by the Constituent Councils;
 - 8.2.5 to approve the reimbursement of expenses or payment of allowances to members of the Board;
 - 8.2.6 to adopt or revise a Budget;
 - 8.2.7 to adopt or revise an Annual Plan;
 - 8.2.8 to adopt or revise a Business Plan (or any component thereof);
 - 8.2.9 to adopt or revise financial estimates and reports; and/or
 - 8.2.10 to make any application or recommendation to the Minister.

9. GUIDING PRINCIPLES

The Authority must, in the performance of its functions and in all of its plans, policies and activities, give due weight to economic, social and environmental considerations.

10. CONSTITUENT COUNCILS**Incoming Constituent Councils**

- 10.1 A council may, subject to Ministerial approval, become a Constituent Council if:
- 10.1.1 it makes written application to become a Constituent Council and agrees to be bound by this Charter; and
 - 10.1.2 subject to the Constituent Councils seeking and considering the views of the Board on the written application received; and
 - 10.1.3 by Unanimous Decision, evidenced by resolution, the Constituent Councils approve the application and agree to revise the proportionate contribution under the Schedule of Constituent Councils Interest in Net Assets

- 10.2 The incoming Constituent Council agrees to:
 - 10.2.1 pay any joining fee or other payment as may be required by the Board; and
 - 10.2.2 be jointly and severally liable with the other Constituent Councils for the debts and the liabilities of the Authority whether incurred before or after the date it becomes a Constituent Council or as otherwise agreed; and
 - 10.2.3 be bound by any decision made or step taken by the Board in the affairs of the Authority before it became a Constituent Council.

Outgoing Constituent Councils

- 10.3 A Constituent Council may resign its membership of the Authority if and only if:
 - 10.3.1 it gives at least six (6) months written notice of resignation to each Constituent Council, which notice is effective on 30 June next after the expiry of that period; and
 - 10.3.2 the Board approves the resignation by Majority; and
 - 10.3.3 the Minister approves.
- 10.4 A former Constituent Council remains liable to contribute to the debts and liabilities of the Authority incurred while it was a Constituent Council including by contributing to the depreciated value of any asset acquired during that time and for a share of any future losses from any contract(s) entered into whilst it was a Constituent Council until the conclusion of the contract(s) in question.
- 10.5 A former Constituent Council:
 - 10.5.1 must indemnify the remaining Constituent Councils for all liabilities of the Authority caused or arising prior to its withdrawal taking effect; and
 - 10.5.2 the indemnity is in the same proportion as the withdrawing Council's interest in the Schedule of Constituent Councils Interest in Net Assets at the date the withdrawal takes effect; and
 - 10.5.3 upon withdrawal taking effect, will be entitled to be paid not more than 80% of its interest in the Schedule of Constituent Councils Interest in Net Assets. The withdrawing Constituent Council will be entitled to receive that sum by equal quarterly instalments to be paid over a period of two (2) years with the first instalment being due on 1 January following the date of the withdrawal taking effect.

No Transfer of Membership

- 10.6 Membership of the Authority is personal to the Constituent Council and is not transferable.

Evidence of Direction by Constituent Councils

- 10.7 To be effective, a direction of the Constituent Councils for the purposes of clause 26 of Part 2 of Schedule 2 to the Act, must be evidenced by a minute signed by the Chief Executive Officer of each of the Constituent Councils as a true and accurate record of the applicable decision made by the delegate, or at a Council meeting.

Special Decisions of The Authority

- 10.8 Neither the Authority, nor any person on its behalf, may give effect to a Special Decision unless there is a Unanimous Decision of the Constituent Councils, evidenced by resolution, in favour of the Special Decision.
- 10.9 For these purposes, a Special Decision means any of the following:
- 10.9.1 to any extent not provided for in a Business Plan or Annual Plan and Budget:
- (i) a call on Constituent Councils to contribute funds;
 - (ii) to grant or to vary a guarantee/indemnity of the obligations of another person;
 - (iii) obtaining credit except in the ordinary course of the activities of the Authority;
 - (iv) acquiring (by purchase or finance lease) a capital asset; or
 - (v) disposal of a capital asset except at the end of its effective life.
- 10.10 The Authority must promptly give effect to a Special Decision made in accordance with this clause.

11. BOARD OF MANAGEMENT

The Authority is governed by a Board of Management which is responsible for managing the business and other affairs of the Authority and ensuring that the Authority acts in accordance with the Act, this Charter and any delegations to it.

Functions of The Board

- 11.1 The functions of the Board are to:
- 11.1.1 formulate plans and strategies aimed at improving the business of the Authority;
 - 11.1.2 provide professional input and policy direction to the Authority;
 - 11.1.3 monitor, oversee and measure the performance of the CEO;
 - 11.1.4 assist in the development of the Business Plan and Strategic Plans, including Asset Management Plan and Long-Term Financial Plan;
 - 11.1.5 exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and

- 11.1.6 ensure that the Constituent Councils are advised, as soon as practicable, of any material development that affects the financial or operating capacity of the Authority and/or gives rise to any significant financial risk to the Constituent Councils

Board Policies and Codes

- 11.2 The Board must prepare, adopt, ensure compliance with and thereafter keep under review policies on:
 - 11.2.1 procedures for meetings of the Board;
 - 11.2.2 contracts and tenders in a manner that is consistent with section 49 of the Act;
 - 11.2.3 public consultation/engagement as would conform to section 50 of the Act;
 - 11.2.4 a Code of Conduct to be observed by Board Members;
 - 11.2.5 governance including as concerns:
 - (i) the operation of any financial account;
 - (ii) human resource management;
 - (iii) improper assistance to a prospective contract party;
 - (iv) unsolicited bids;
 - (v) improper offering of inducements to Board Members or to staff of the Authority; and
 - (vi) improper lobbying of Board Members or staff of the Authority; and
 - 11.2.5 workplace health and safety;
 - 11.2.6 protection of the environment.

Board Meetings

11.3 The Board will determine procedures to apply in relation to its meetings, which it will set out on in a document known as the *Code of Practice – Meeting Procedures*, as adopted and varied from time to time by resolution of the Board.

11.4 Chapter 6, Part 3 of the Act does not apply to the Authority. Meetings of the Board are not open to the public unless the Board otherwise resolves.

11.5 Chapter 6, Part 4 of the Act does not apply to the Authority. The Agenda, Agenda Reports and Minutes of all Board meetings will be confidential and not available for public inspection unless the Board otherwise resolves.

Quorum

- 11.6 The quorum for a meeting of the Board is one-half of the number of Board Members in office, ignoring any fraction, plus one.

12. BOARD MEMBERS**Appointment of Board Members –**

- 12.1 The Board shall consist of ten (10) Board Members each of whom will be appointed for a two (2) year term as follows:
- 12.1.1 three (3) persons appointed by each Constituent Council and who, in the opinion of the Council, have Relevant Expertise and any of whom is an elected member or officer of the Council at the time of their appointment must remain an elected member or officer of the appointing Council for the duration of the term of their appointment; and
- 12.1.2 one (1) independent person appointed by resolution by Majority of the Constituent Councils (and at the expiration of the term, is eligible for re-appointment) who is not an officer or elected member of any Constituent Council, but who is considered by the Constituent Councils, to have expertise in a field or discipline relevant to the activities of the Authority and who, upon appointment, will be the Chair of the Authority.
- 12.2 Each Constituent Council must give to the Authority written notice of its appointment of its three (3) Board Members and written confirmation of its agreement (or otherwise) with the proposed appointment of the independent appointments under clauses 12.1.2.
- 12.3 Each Constituent Council must appoint two persons as Deputy Board Members for such term as determined by that Constituent Council.
- 12.4 The Deputy Board Members may act in place of and have the same powers as that Constituent Council's Board Members where the Board Member is unable for any reason to be present at a meeting of the Board.
- 12.5 If, at any time, a Deputy Board Member is removed from their office pursuant to this Charter, the Constituent Council must appoint another Deputy Board Member.
- 12.6 'Relevant Expertise' for the purposes of this clause is knowledge or experience in any one or more of:
- 12.6.1 waste management;
- 12.6.2 marketing/public relations;
- 12.6.3 finance;
- 12.6.4 legal/governance; and/or
- 12.6.5 business.

Removal of Board Members

- 12.7 Neither the Authority or the Board may remove a Board Member.
- 12.8 A Constituent Council which appointed a person as a Board Member under clause 12.1.1 may remove that person from office by giving to the

- Authority written notice of removal of the Board Member, signed by the Chief Executive Officer of the Constituent Council.
- 12.9 The Chair may be removed by a decision, evidenced by resolution, of a Majority of the Constituent Councils.
- 12.10 The Board may recommend to the Constituent Councils, that the appointment of a Board Member be terminated in the event of:
- 12.10.1 behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
- 12.10.2 serious neglect of duty in attending to the responsibilities of the Board Member;
- 12.10.3 breach of fiduciary duty to the Board;
- 12.10.4 breach of the duty of confidentiality to the Board;
- 12.10.5 breach of the conflict of interest provisions of the Act or the rules of the Board; or
- 12.10.6 any other behaviour which may discredit the Board.
- 12.11 The office of a Board Member will become vacant:
- 12.11.1 in accordance with clause 20(3) of Part 2 of Schedule 2 to the Act; or
- 12.11.2 in the case of a Board Member appointed by a Constituent Council under clause 12.1.1, where that Constituent Council resolves to remove the Board Member from the Board; or
- 12.11.3 was appointed by a Constituent Council, which ceases to be a Constituent Council.
- 12.12 Where a casual vacancy arises in the office of a Board Member, it will be filled in the same manner as the original appointment to that office, for the balance of the term.

Remuneration and Expenses of Board Members

- 12.13 The Chair is entitled to remuneration, as set by the Board.
- 12.14 In its absolute discretion, the Board may determine to pay any Board Member's travelling and other expenses incurred in connection with the Authority's business.

Board Members Conflict of Interest

- 12.15 By operation of section 75D of the Act, the conflict of interest provisions at Chapter 5, Part 4, Division 1 of the Act apply to Board Members as if they were a member of a council.

Board Members Duties of Care

- 12.16 Clause 23 (*care and diligence*) of Part 2 and clause 34 (*honesty, use of information, use of position*) of Part 3 of Schedule 2 to the Act, set out the statutory duties that apply to a Board Member.

Board Duties to the Authority

- 12.17 The Board must ensure:
- 12.17.1 that the Authority acts in accordance with applicable laws, mandatory codes of practice, this Charter, policies of the Authority, the Business Plan, Annual Plan and any Strategic Plans and achieves the financial outcomes projected in its Budget;
 - 12.17.2 that the Authority acts ethically and with integrity;
 - 12.17.3 that the activities of the Authority are conducted efficiently and effectively and that any assets of the Authority are appropriately managed and maintained; and
 - 12.17.4 that, subject to any duty of confidence, the affairs of the Authority are undertaken in an open and transparent manner.

Committees of Board Members

- 12.18 The Board may establish a committee, the membership of which will be at the absolute discretion of the Board, for the purpose of enquiring into and reporting to the Board on any matter within the Authority's functions and powers and as detailed in the terms of reference adopted by the Board for the committee.
- 12.19 At the absolute discretion of the Board, and subject to clause 8 of this Charter, the committee may be delegated power to make certain decisions, on behalf of the Board, for matters that fall within the powers and functions of the Authority.
- 12.20 Any such delegated authority of the committee to make decisions will be set out in the terms of reference adopted by the Board for the committee.
- 12.21 A member of a committee established under this clause holds office at the pleasure of the Board.
- 12.22 For the avoidance of doubt, a Board Member, Deputy Board Member or nominee of the CEO of a Constituent Council may be appointed by the Board as a member of a committee established under this clause.

13. CHAIR

- 13.1 At all times, the Authority must have a Chair, who will be the independent Board Member appointed under subclause 12.1.2.
- 13.2 The Chair's functions are:
- 13.2.1 to preside at all meetings of the Board; and
 - 13.2.2 as an *ex officio* member and chair of all committees established by the Board; and
 - 13.2.3 to represent the Authority in relations with the media and the public generally; and
 - 13.2.4 to exercise other functions as the Board determines.

14. DEPUTY CHAIR

- 14.1 At all times, the Authority must have a Deputy Chair, who must be a Board Member.
- 14.2 The Board appoints the Deputy Chair and may at any time remove the Deputy Chair and appoint a replacement Deputy Chair.
- 14.3 The Deputy Chair's functions are:
- 14.3.1 to assist the Chair; and
- 14.3.2 to exercise the Chair's functions whenever the Chair is unable to do so.
- 14.4 The Chair shall preside at all meetings of the Board. Where the Chair is not present at a meeting of the Board for any reason, the Deputy Chair shall preside. Where the Deputy Chair is absent, the other Board Members present shall choose a person from amongst them to chair the meeting or until the Chair or the Deputy Chair are in attendance.

15. CHIEF EXECUTIVE OFFICER (CEO)

- 15.1 The Board must appoint a CEO of the Authority on a fixed term performance-based employment contract, which does not exceed five (5) years in duration, to manage the business of the Authority on terms agreed between the CEO and the Board.
- 15.2 The CEO is responsible to the Board for the execution of all lawful decisions made by the Board and for the efficient and effective management of the Authority.
- 15.3 The CEO is responsible (within budgetary constraints set by the Board and with regard to Awards, standards and requirements appropriate to the position) for employing, remunerating, managing, suspending and dismissing other staff of the Authority.
- 15.4 The CEO is subject to the same legislative responsibilities and duties as a chief executive officer of a council including, but not limited to those matters set out at Parts 1 - 3 of Chapter 7 of the Act and must comply with the *Employee Integrity* provisions, including but not limited the submission of a primary and ordinary return under Part 4 of Chapter 7.
- 15.5 The Board may delegate to the CEO any of the powers and functions that the Board can exercise, where they are not restricted from delegation by the Act or this Charter.

16. STAFF

- 16.1 In addition to a CEO, the Authority may employ other staff, subject to the Board making appropriate financial provision.
- 16.2 The Board and any Constituent Council may arrange for staff of the Constituent Council to be available in connection with the Authority's affairs for such remuneration (if any) as those parties may agree.
- 16.3 All staff of the Authority (including any persons made available by a Constituent Council) are subject to the direction and control of the CEO.

PART 3 – FINANCIAL AND BUSINESS REQUIREMENTS**17 MANAGEMENT****Financial Management**

- 17.1 The Authority shall keep its financial statements in accordance with the requirements of the *Local Government (Financial Management) Regulations 2011*.
- 17.2 The Board will, at the end of each financial year prepare a schedule of assets and liabilities. In addition, the Board must maintain the record known as the *Schedule of Constituent Council's Interest in Net Assets* which will reflect the proportionate contribution that each Constituent Council has made to the growth of the net assets of the Authority having regard to the proportionate contribution to subscriptions.
- 17.3 The Schedule, when updated by the Board at the end of each financial year, will reflect the proportionate contribution of each Constituent Council since the commencement of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year.

Common Seal

- 17.4 The Authority shall have a common seal which may be affixed to documents and must be attested to by the signatures of two Board Members.
- 17.5 The common seal must not be affixed to a document except in pursuance of a decision of the Board. The CEO will maintain a register which records the resolutions of the Board giving authority or providing support for the affixation of the common seal and details of the documents to which the common seal has been affixed with the particulars of the Board Members who attested to the fixing of the seal and the date thereof.

Audit

- 17.6 The Authority shall appoint an auditor in accordance with the *Local Government (Financial Management) Regulations 2011*, on terms and conditions set by the Board.
- 17.7 The Auditor will have the same powers and responsibilities as set out in the Act, in relation to a council.
- 17.8 The Authority must establish an Audit Committee which will comprise of

five (5) members as follows:

- 17.8.1 a person, who will be the Chair, appointed by Majority of the Constituent Councils, evidenced by resolution, and who is not an officer or member, of a Constituent Council or a Member of the Board,
- 17.8.2 two (2) persons appointed by Majority of the Constituent Councils, evidenced by resolution, and who is not an officer or member, of a Constituent Council or a Member of the Board; and;
- 17.8.3 two (2) persons appointed by Majority of the Constituent Councils, as evidenced by resolution, and who are not an officer or member of a Constituent Council or a Member of the Board and who are; considered to have experience relevant to the functions of the Authority or, financial experience relevant to the functions of the Audit Committee.

Business Plan

17.9 The Authority must:

- 17.9.1 prepare a ten (10) year Business Plan, in consultation with the Constituent Councils which cannot be in conflict with this Charter; and
 - 17.9.2 prepare a ten (10) year Long-Term Financial Plan (which must include principles detailing the actual distribution of overheads between the Constituent Councils and any other matter required by the Constituent Councils or determined by the Board to be included); and
 - 17.9.3 prepare an Asset Management Plan.
- 17.10 The Long Term Financial and Asset Management Plans form part of the Business Plan.
- 17.11 The Authority must review the Business Plan annually, in consultation with the Constituent Councils.
- 17.12 In preparing and reviewing the Business Plan, the Authority must address or include any other matter prescribed by the Constituent Councils or determined to be relevant by the Board.

Annual Plan

- 17.13 The Authority must, for each Financial Year, have an Annual Plan which supports and informs its Budget. The Annual Plan must:
- 17.13.1 include an outline of the Authority's objectives for the Financial Year, the activities that the Authority intends to undertake to achieve those objectives and the measures that the Authority intends to use to assess its performance against its objectives over the financial year;
 - 17.13.2 assess the financial requirements of the Authority for the Financial Year and, taking those requirements into account, set

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out a summary of the Authority's proposed operating expenditure, capital expenditure and sources of revenue;

- 17.13.3 consider the objectives set out in the Business Plan and, in particular, the Long-Term Financial Plan and issues relevant to the management of assets and resources by the Authority;
 - 17.13.4 set out proposals for the recovery of overheads over the Financial Year from the Constituent Councils; and
 - 17.13.5 address or include any other matter prescribed by the Constituent Councils or determined to be relevant by the Board.
- 17.14 An adopted Annual Plan binds the Authority and is the basis upon which the Budget is prepared.
 - 17.15 The draft Annual Plan must be referred to the Constituent Councils with sufficient time to receive any comments from them for consideration by the Board at the time it is considered by the Board for adoption.

Annual Budget

- 17.16 The Authority shall, after 31 May but before the end of June in each Financial Year, prepare (in a manner consistent with its Annual Plan) and adopt a Budget for the ensuing Financial Year in accordance with the Act.
- 17.17 The draft annual Budget must be referred to Constituent Councils with sufficient time to receive any comments from the Councils for consideration by the Board at the time it is considered by the Board for adoption.
- 17.18 The Authority must provide a copy of its Budget to the Constituent Councils within five (5) business days after adoption by the Board.
- 17.19 Reports summarising the financial position and performance of the Authority against the annual Budget must be prepared and presented to the Board at each Board meeting and copies provided to the Constituent Councils within five (5) days of the Board meeting to which they have been presented.
- 17.20 Subject to any other provision of this Charter, an adopted Budget binds the Authority and is authority for the Authority to perform work, incur debts and meet obligations according to its terms without the need for any further approval of the Constituent Councils.

18. FUNDING

- 18.1 The Constituent Councils share in the liabilities of the Authority in accordance with their respective interest in the Authority under the Schedule of Constituent Councils Interest in Net Assets.
- 18.2 The Board is responsible to provide the Constituent Councils with sufficient information for each to ascertain the level of and to understand the reasons behind, the funding required in the next Financial Year through the Business Plan and the Annual Budget.
- 18.3 The Board will annually determine the funds required by the Authority to enable it to function in accordance with this Charter.

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- 18.4 Subject to all of the Constituent Councils approving the Annual Budget, the Constituent Councils shall contribute the funds requested by the Board in the Annual Budget.
- 18.5 The Board may during any Financial Year for purposes of genuine emergency or hardship determine that additional funds are required for the continuing function of the Authority.
- 18.6 The Board must obtain a Unanimous Decision from the Constituent Councils regarding the need for additional funds, before the Constituent Councils will be obliged to meet any request for additional funds.
- 18.7 The annual contribution will be paid in advance by monthly instalments by each Constituent Council.
- 18.8 Additional contributions (if any) will be paid by each Constituent Council in the proportions attributable as set out in clause 18.1 and in the manner and at the time determined by the Board.
- 18.9 The Board is accountable to the Constituent Councils, individually and collectively, to ensure that the Authority functions in accordance with its Business Plan and approved Budget.
- 18.10 The Authority must use contributions received from a Constituent Council only for the purposes of an activity set out in the Budget.
- 18.11 If a Constituent Council (the Defaulter) fails to pay its full contribution when due, following the expiration of fourteen (14) days' notice in writing being given:
- 18.11.1 the Defaulter must pay to the Authority interest on that amount at the official Reserve Bank Cash Rate Target plus 10% per annum from the due date to the date of actual payment;
- 18.11.2 the Authority may recover that amount and that interest from the Defaulter as a debt;
- 18.11.3 the Authority may, without prejudicing its other rights, set off any moneys otherwise payable by the Authority to the Defaulter against that amount and interest; and
- 18.11.4 if the default continues beyond the expiration of the fourteen (14) days' notice in writing having been delivered:
- (i) the Authority must notify all Constituent Councils (including the Defaulter) of the fact and details of the default; and
- (ii) Constituent Councils, other than the Defaulter, must together lend to the Authority an amount equal to the amount not paid by the Defaulter, in such proportions as they may agree, or failing agreement, in the proportion of the Schedule of Constituent Councils Interest in Net Assets of those Constituent Councils making such loan, for repayment when and to the extent the Defaulter makes good the contribution and accrued interest.

Distributions to Constituent Councils

- 18.12 The Authority must pay or credit surplus funds to the Constituent Councils in proportion to their respective interests in the Authority under the Schedule of Constituent Councils Interest in Net Assets, to the extent the Board determines the Authority can afford to pay, having regard to future expenditure that the Business Plan anticipates will be incurred.
- 18.13 If the Board determines that the Authority needs to fund an operating shortfall or loss, the Constituent Councils will be charged in proportion to the Schedule of Constituent Councils Interest in Net Assets.

Contributions on Insolvency

- 18.14 On the insolvency of the Authority each Constituent Council must contribute in proportion to its interest in the Schedule of Constituent Councils Interest in Net Assets to the debts and liabilities of the Authority and otherwise as incurred while the Constituent Council is a Constituent Council.

19. ASSETS**Acquisition of Assets**

- 19.1 The Authority may in accordance with this Charter acquire such assets (real or personal) as its Business Plan provides or otherwise pursuant to a Unanimous Decision of the Constituent Councils.

Disposal of Assets

- 19.2 The Authority may dispose of assets as its Business Plan provides, or at the end of the asset's economic life.
- 19.3 The Authority must, in the acquisition or disposal of assets, comply with any relevant policy adopted by the Board, in particular in accordance with clause 12.2 of this Charter.

20. INVESTMENTS

- 20.1 In accordance with its Business Plan and Budget the Authority may invest in:
- 20.1.1 waste management infrastructure and ancillary land;
 - 20.1.2 plant and equipment to store, transfer and/or treat waste;
 - 20.1.3 plant and equipment to transport waste from properties to an appropriate place of storage and/or disposal; and
 - 20.1.4 cash on interest-bearing deposit with any bank.

21. INSURANCE

- 21.1 Unless the Authority otherwise determines to explore other market opportunities, the Authority shall register with the Local Government Mutual Liability Scheme and the Local Government Workers Compensation Scheme and comply with the Rules of those Schemes.
- 21.2 The Authority shall advise the Local Government Risk Management Services of its insurance requirements relating to the Local Government

Special Risks including buildings, structures, vehicles and equipment under the management, care and control of the Authority.

- 21.3 The Authority shall register with the Local Government Superannuation Scheme and comply with the Rules of that Scheme (where applicable).

22. ACCOUNTING RECORDS

- 22.1 The Authority must comply with section 124 of the Act as if the Authority were a council.
- 22.2 The Authority must keep accounting records in relation to services in such manner as will enable the calculation of Constituent Council contributions to, expenditure on and revenue from, that service separately.

23. ACCESS TO DOCUMENTS

Access to Records

- 23.1 A Constituent Council and a Board Member each has a right to inspect and to take copies of the books and records of the Authority for any proper purpose being a purpose related to the lawful duties and obligations of the Constituent Council or Board Member, as the case may be.
- 23.2 In the first instance 'proper purpose' will be determined by the CEO. If there is a dispute as to whether a proper purpose has been established, the Board will determine whether access to the records is to be granted.
- 23.3 Unless the access is required for an urgent purpose, the Constituent Council or Board Member is required to provide reasonable notice, in writing, addressed to the CEO regarding the request for access and the proper purpose for which access is required.
- 23.4 The CEO, or delegate providing access, may indicate to the Constituent Council or Board Member that information contained in the document is, or should be, considered confidential.
- 23.5 The CEO may require the Constituent Council or Board Member to pay the Authority's reasonable costs in complying with such a request. If there is a dispute as to the reasonable costs sought by the Authority, the Board will determine the reasonable costs payable for access to records (if any).
- 23.6 The Constituent Council or Board Member must not make improper use of the information acquired by accessing records.

Board Reports

- 23.7 The Authority must provide Board reports to the Board Members and Constituent Councils in accordance with this Charter and otherwise at such times, in such format and with such content as the Board may determine.

Annual Reports

- 23.8 Clause 28, Part 2, of Schedule 2 to the Act requires the Authority to furnish an Annual Report to the Constituent Councils.
- 23.9 The Annual Report will be in such format and include such content as required by law and otherwise as the Constituent Councils may determine

by Majority, as evidenced by resolution.

- 23.10 The Annual Report must be delivered to the Constituent Councils on or before 30 September in each year subsequent to the Financial Year to which the report relates.

24. DISPUTE RESOLUTION

The procedure in this clause must be applied to any dispute that arises between the Authority and a Constituent Council concerning the affairs of the Authority, or between Constituent Councils concerning the affairs of the Authority, including as to the meaning or effect of this Charter.

- 24.1 The Authority and a Constituent Council must continue to observe and perform this Charter despite the dispute.
- 24.2 This clause does not prejudice the right of a party:
- (a) to require the continuing observance and performance of this Charter by all parties; or
 - (b) to institute proceedings to enforce payment due under this Charter or to seek injunctive relief to prevent immediate and irreparable harm.
- 24.3 Subject to this clause, a dispute must not be the subject of legal proceedings between any of the parties in dispute. If legal proceedings are initiated or continued in breach of this provision, a party to the dispute is entitled to apply for and be granted an order of the court adjourning those proceedings pending completion of the procedure set out in this clause.

Step 1: Notice of dispute:

- 24.4 A party to the dispute must promptly notify each other party to the dispute:
- (i) of the nature of the dispute, giving reasonable details; and
 - (ii) what action (if any) the party giving notice thinks will resolve the dispute; but a failure to give such notice does not entitle any other party to damages.

Step 2: Meeting of the parties:

- 24.5 A party to the dispute which complies with the previous step may at the same, or a later time, notify in writing each other party to the dispute that the first party requires a meeting within fourteen business days after the giving of such notice.
- 24.6 In that case, each party to the dispute must send to the meeting a senior manager of that party (which person for a Constituent Council will be the CEO unless the CEO is a Board member in which case it will be a second tier officer of the Constituent Council and which person for the Authority will be its CEO or nominee) to resolve the dispute and at the meeting make a good faith attempt to resolve the dispute.

Step 3: Mediation:

- 24.7 A dispute that is not resolved within thirty days must be referred to mediation.
- 24.8 The mediator must be a person agreed by the parties in dispute or, if they cannot agree within fourteen business days, a mediator nominated by the President of the of the South Australian Bar Association (or equivalent officer of any successor organisation).
- 24.9 The role of a mediator is to assist in negotiating a resolution of a dispute. A mediator may not make a decision binding on a party unless that party has so agreed in writing;
- 24.10 The mediation must take place in a location in Adelaide determined by the mediator. A party in dispute must cooperate in arranging and expediting mediation.
- 24.11 A party in dispute must send to the mediation a senior manager with authority to resolve the dispute.
- 24.12 The mediator may exclude lawyers acting for the parties in dispute and may co-opt expert assistance as the mediator thinks fit.
- 24.13 A party in dispute may withdraw from mediation if there is reason to believe the mediator is not acting in confidence, or with good faith or is acting for a purpose other than to resolve the dispute.
- 24.14 Unless otherwise agreed in writing:
- (i) everything that occurs before the mediator is confidential and will occur in closed session;
 - (ii) discussions (including admissions and concessions) are without prejudice and may not be called into evidence in any subsequent arbitration or litigation by a party; and
 - (iii) documents brought into existence specifically for the purpose of the mediation may not be admitted in evidence in any subsequent arbitration or legal proceedings by a party;
- 24.15 The parties in dispute must report back to the mediator within fourteen business days on actions taken, based on the outcome of the mediation.
- 24.16 A party in dispute need not spend more than one day in mediation for a matter under dispute.
- 24.17 A party in dispute must bear an equal share of the costs and expenses of the mediator and otherwise bears their own costs.

Step 4: Arbitration

- 24.18 Despite whether any previous step was taken, a dispute not resolved within 60 days must be referred to arbitration, as to which:
- (i) there must be only one Arbitrator and who is a natural person agreed by the parties or, if they cannot agree within fourteen business days, an Arbitrator nominated by the then Chairperson of The Institute of Arbitrators and Mediators (South Australian Chapter);

- (ii) the arbitration must take place in an agreed location in Adelaide,
- (iii) a party must co-operate in arranging and expositing arbitration;
- (iv) a party must send out to the arbitration a senior manager with authority to resolve the dispute.

24.19 The costs and expenses of the Arbitrator and of each party will be borne as the Arbitrator decides.

Step 5: Expulsion

24.20 If the dispute is unable to be resolved through Arbitration within twelve (12) months of the dispute arising, then, by way of Majority decision, the Constituent Council's each individually and collectively agree that the other Constituent Councils may, by operation of this clause and on behalf of the other Constituent Council, make a request to the Minister, which will be deemed to be an application by that Constituent Council to the Minister to determine that it cease to be a Constituent Council of the Authority.

25. WINDING UP

The Authority may be wound up in circumstances as provided under clause 33(1) of Part 2, of Schedule 2 to the Act.

Winding Up and Statutory Guarantee

25.1 On winding up, the surplus assets or liabilities of the Authority shall be distributed between or become the responsibility of the Constituent Councils in the respective proportions under the Schedule of Constituent Councils Interest in Net Assets.

25.2 If there are insufficient funds to pay all expenses due by the Authority on winding up (or at any other time there are unfunded liabilities which the Authority cannot meet), a call shall be made upon all of the Constituent Councils in proportion to the Schedule of Constituent Councils Interest in Net Assets for the purpose of satisfying their statutory guarantee of the liabilities of the Authority or as otherwise agreed by unanimous decision of the Constituent Councils, evidenced by resolution.

PART 4 – MISCELLANEOUS

26. SERVICE OF DOCUMENTS

26.1 A document to be given by the Authority to a Constituent Council, or by a Constituent Council to the Authority may be given in a manner permitted by section 280 of the Act.

26.2 A written notice given by the Authority to a Constituent Council must be marked, 'Attention: Chief Executive Officer'.

27. CIRCUMSTANCES NOT PROVIDED FOR

If any circumstances arise about which this Charter is silent, or is incapable of taking effect or being implemented according to its terms, the Board may consider the circumstances and determine the action to be taken.

ENDORSED BY NAWMA BOARD 29072024

ITEM	4.1.6
	URBAN SERVICES COMMITTEE
DATE	19 August 2024
HEADING	Proposed Revocation of Community Land Classification - Rundle Reserve
AUTHOR	Tim Starr, Team Leader, Property, City Development

At its Committee meeting held 19 August 2024, the Urban Services Committee resolved that pursuant to Section 90(3)(b)(i) and (b)(ii) of the Local Government Act 1999 that the following item be considered in confidence and not available for public inspection.

Recommendation

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which 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*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect confidential information and Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Tenancy Matter – Mawson Lakes** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*