



COUNCIL AGENDA & REPORTS

for the meeting

Tuesday 27 November 2018
at 6:15pm

in the Council Chamber,
Adelaide Town Hall



Members - The Right Honourable the Lord Mayor [Sandy Verschoor] (Presiding);
Councillors Abiad, Abrahamzadeh OAM, Couros, Dr Donovan, Hou, Hyde, Khera, Knoll,
Martin, Moran and Simms.

1. Acknowledgement of Country

At the opening of the Council Meeting, the Lord Mayor will state:

'Council acknowledges that we are meeting on traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.'

2. Acknowledgement of Colonel William Light

Upon completion of the Kurna Acknowledgment, the Lord Mayor will state:

'The Council acknowledges the vision of Colonel William Light in determining the site for Adelaide and the design of the City with its six squares and surrounding belt of continuous Park Lands which is recognised on the National Heritage List as one of the greatest examples of Australia's planning heritage.'

3. Prayer

Upon completion of the Acknowledgment of Colonel William Light by the Lord Mayor, the Chief Executive Officer will ask all present to pray -

'Almighty God, we ask your blessing upon the works of the City of Adelaide; direct and prosper its deliberations to the advancement of your glory and the true welfare of the people of this City. Amen'

4. Memorial Silence

The Lord Mayor will ask all present to stand in silence in memory of those who gave their lives in defence of their Country, at sea, on land and in the air.

5. Apologies and Leave of Absence

NIL

6. Confirmation of Minutes – 23/10/2018

That the Minutes of the meeting of the Council held on 23 October 2018, be taken as read and be confirmed as an accurate record of proceedings.

7. Public Forum/Deputations

Granted as at 23 November 2018

7.1. Deputation – Dr David Faber – Gallipoli Memorial Wattle Grove

8. Petitions - Nil

9. Advice from Adelaide Park Lands Authority and Reports of Other Committees

9.1. Audit Committee - Special Meeting 26/10/2018 [2014/04842] [Page 3]

Note 1 – Report of the Adelaide City Council Audit Committee – 26/10/2018

Recommendation 1 - Internal Audit Plan 2018-20

10. Lord Mayor's Reports – Nil

11. Councillors' Reports - Nil

12. Reports for Council (Chief Executive Officer's Reports)

Strategic Alignment – Smart – Nil

Strategic Alignment – Green

12.1. Sustainable Event Guidelines [2017/03251] [Page 5]

Strategic Alignment – Liveable - Nil**Strategic Alignment – Creative – Nil****Strategic Alignment - Corporate Activities**

- 12.2. Results of the 2018 General Election [2017/00096] [Page 30]
- 12.3. Acknowledgement of Service [2014/04845] [Page 36]
- 12.4. Position of Deputy Lord Mayor [2014/04836] [Page 39]
- 12.5. Standing Orders – Lapsed Council Decisions as a result of the 2018 General Election [2014/04845] [Page 43]
- 12.6. CEO Performance Review Panel - Appointment of Panel Members [2018/04071] [Page 47]

Emerging Key Risks – Nil

13. Questions on Notice - Nil

14. Questions without Notice

15. Motions on Notice - Nil

16. Motions without Notice

17. Exclusion of the Public

- 17.1. Exclusion of the Public [2018/04291] [Page 50]

For the following advice of the Audit Committee seeking receipt in confidence:

- 18.1.1. Audit Committee – Special Meeting 26/10/2018 [s 90(3) (i), (d) & (e)]

For the following Chief Executive Officer Reports seeking consideration in confidence:

Strategic Alignment – Liveable

- 18.2.1. Adelaide South West Community Centre Lease [s 90(3) (d)]

Strategic Alignment – Creative

- 18.2.2. Strategic Lease Matter [s 90(3) (d)]

Strategic Alignment – Corporate Activities

- 18.2.3. Capital City Committee Annual Report 2017/18 [s 90(3) (g)]

18. Confidential Reports

- 18.1. Confidential Advice from Adelaide Park Lands Authority and Reports of Other Committee

- 18.1.1. Audit Committee - Special Meeting 26/10/2018 [2014/04842] [Page 55]

Note 1 - Update on Activities of the Strategic Risk and Internal Audit Group Meetings

Note 2 - Audit Committee – Internal Audit Progress Update

Note 3 - Compliance Review

- 18.2. Confidential Reports for Council (Chief Executive Officer's Reports)

Strategic Alignment – Liveable

- 18.2.1. Adelaide South West Community Centre Lease [2004/02764-4] [Page 57]

Strategic Alignment – Creative

- 18.2.2. Strategic Lease Matter [2017/02046] [Page 95]

Strategic Alignment – Corporate Activities

- 18.2.3. Capital City Committee Annual Report 2017/18 [2013/00423] [Page 107]

19. Closure

Audit Committee – Special Meeting

26/10/2018

ITEM 9.1 27/11/2018
COUNCIL

2018/04062
Public

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

The Audit Committee plays a critical role supporting the Council and Chief Executive Officer in the financial reporting framework of Council, by overseeing and monitoring the participation of management and external auditors in the financial reporting process. It also addresses issues such as the approach being adopted by Council and management to address business risks, corporate and financial governance responsibilities and legal compliance.

The Audit Committee held a special meeting on Friday, 26 October 2018 and is required to report to Council after every meeting to identify and present advice and recommendations.

A precis of the matters considered by the Audit Committee are presented within this report.

The Recommendation below is in response to the deliberation of the Audit Committee on the Internal Audit Plan 2018-20.

RECOMMENDATION:

1. Report of the Adelaide City Council Audit Committee – 26/10/2018 [C]

THAT COUNCIL:

1. Notes the report of the Special meeting of the Audit Committee held on 26 October 2018.

2. Internal Audit Plan 2018-20 [C]

THAT COUNCIL:

1. Approves the City of Adelaide two-year Internal Audit Plan, contained in Attachment A to Item 2.1 on the Agenda for the Special meeting of the Audit Committee held on 26 October 2018.

DISCUSSION

1. The Audit Committee held a Special meeting on Friday, 26 October 2018. The Agenda with reports for the public component of the meeting can be viewed [here](#).

2. The Audit Committee resolved as follows:

2.1. Internal Audit Plan 2018-20

THAT THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL:

1. Approves the City of Adelaide two-year Internal Audit Plan, contained in Attachment A to Item 5.7 on the Agenda for the meeting of the Audit Committee held on 5 October 2018.

2.2. Confidential report – Update on Activities of the Strategic Risk and Internal Audit Group Meetings

Considered, in confidence, pursuant to s 90(3) (i) of the Local Government Act 1999 (SA)

THAT:

1. *The Audit Committee receives and notes the report.*
2. *The report is provided to the next meeting of the Council as part of the confidential report of the Audit Committee meeting.*
3. *In accordance with Section 91(7) & (9) of the Local Government Act 1999 and on the grounds that Item 4.1 listed on the Agenda for the Special meeting of the Audit Committee held on 26 October 2018 was received, discussed and considered in confidence pursuant to Section 90(3) (i) of the Local Government Act 1999, this Special meeting of the Audit Committee, do order that:-*
 - 3.1. *The resolution becomes public information and included in the Minutes of the meeting;*
 - 3.2. *The report, the discussion and any other associated information submitted to this meeting and the Minutes of this meeting in relation to the matter remain confidential and not available for public inspection until 31 December 2025;*
 - 3.3. *The confidentiality of the matter be reviewed in December 2019; and*
 - 3.4. *The Chief Executive Officer be delegated the authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been revoked.*

2.3. Confidential report - Audit Committee – Internal Audit Progress Update

Considered, in confidence, pursuant to s 90(3) (d) of the Local Government Act 1999 (SA)

THAT THE AUDIT COMMITTEE:

1. *Receives and notes the report.*
2. *In accordance with Section 91 (7) & (9) of the Local Government Act 1999 and on the grounds that Item 4.2 listed on the Agenda for the Special meeting of the Audit Committee held on 26 October 2018 was received, discussed and considered in confidence pursuant to Section 90(3)(d) of the Local Government Act 1999, this Special meeting of the Audit Committee, does order that:*
 - 2.1. *The resolution and report become public information and included in the Minutes of the meeting;*
 - 2.2. *The attachments, the discussions and any other associated information submitted to this meeting and the Minutes of this meeting in relation to the matter remain confidential and not available for public inspection under 31 December 2025;*
 - 2.3. *The confidentiality of the matter be reviewed in December 2019; and*
 - 2.4. *The Chief Executive Officer be delegated by authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been resolved.*

2.4. Confidential report - Compliance Review

Considered, in confidence, pursuant to s 90(3) (d) & (e) of the Local Government Act 1999 (SA)

In accordance with Section 91(7) & (9) of the Local Government Act 1999 and on the grounds that Item 4.3 listed on the Agenda for the Special meeting of the Audit Committee held on 26 October 2018 was received, discussed and considered in confidence pursuant to Section 90(3) (d) & (e) of the Local Government Act 1999, this Special meeting of the Audit Committee, do order that:-

- 2.1. *The resolution, report, the discussion and any other associated information submitted to this meeting and the Minutes of this meeting in relation to the matter remain confidential and not available for public inspection until 31 December 2025;*
- 2.2. *The confidentiality of the matter be reviewed in December 2019; and*
- 2.3. *The Chief Executive Officer be delegated the authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been revoked.*

- END OF REPORT -

Sustainable Event Guidelines

ITEM 12.1 27/11/2018
COUNCIL

Program Contact:
Michelle English, AD Sustainability
8203 7687

2017/03251
Public

Approving Officer:
Ian Hill, Director Growth

EXECUTIVE SUMMARY:

The City of Adelaide (CoA) has long been recognised as one of the world's great festival cities; facilitating over 800 events every year. Events play an important role in stimulating the local economy and fostering a creative and liveable city. As part of the CoA community's commitment to be a one of the world's first carbon neutral cities and a leader in environmental change, there is a growing expectation that events are sustainable. In FY2017/18, we engaged with event organisers, the waste industry and event suppliers to develop draft Sustainable Event Guidelines (Guidelines). The draft Guidelines provide clear guidance to event organisers on practical measures to make events more sustainable and promote their sustainability achievements.

This report provides an overview of the development of the draft Guidelines and the feedback obtained from the consultation process. Furthermore, this report seeks Council approval of the draft Guidelines.

RECOMMENDATION:

THAT COUNCIL:

1. Approves the draft Sustainable Event Guidelines as shown in Attachment A to Item 12.1 on the Agenda for the meeting of the Council held on 27 November 2018.
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IMPLICATIONS AND FINANCIALS:

Strategic Plan	<p>The <i>City of Adelaide 2016-2020 Strategic Plan</i> includes the following objectives and actions under the green and creative themes:</p> <ul style="list-style-type: none"> “By 2020, Council’s New Year’s Event will minimise waste to landfill and by 2018, clear guidelines will be developed for event organisers of large community events on Council-operated areas to achieve zero-waste and carbon neutrality”. “Attendance at festivals and events in the City and Park Lands will have grown by 5% by 2020”.
Policy	<p>The <i>Carbon Neutral Adelaide Action Plan 2016-2021</i> includes an action to “build upon the leadership of major city events by adopting world leading recycling practices at all large and medium-size events by the end of 2020.”</p> <p>Furthermore, the <i>Adelaide Park Lands Event Management Plan</i> includes a project to “encourage carbon neutrality and sustainable resource use; events to promote alternative transport use and events to improve recycling and use of compostable materials.”</p>
Consultation	<p>The draft Guidelines were developed collaboratively with event organisers, the waste industry and event suppliers. Workshops were held in November 2017 and May 2018 to inform the development of the draft Guidelines; followed by a targeted consultation process with the event industry on the draft Guidelines in November 2018. A summary of the findings of the consultation is provided here.</p>
Resource	No additional resources required.
Risk / Legal / Legislative	Not as a result of this report.
Opportunities	The draft Guidelines present an opportunity for the events industry and CoA to be a leader in delivering sustainable events.
18/19 Budget Allocation	\$153,000 as part of the Integrated Business Plan 2018-19 Waste Reduction Target Initiatives Project.
Proposed 19/20 Budget Allocation	To be determined through the integrated business plan and budget process.
Life of Project, Service, Initiative or (Expectancy of) Asset	The expected life of the initiative will be until at least 2025.
18/19 Budget Reconsideration (if applicable)	Not as a result of this report.
Ongoing Costs (e.g. maintenance cost)	Further work will be required to determine any ongoing costs associated with events that are hosted and serviced by the CoA.

Other Funding Sources	In FY2017/18 Green Industries SA committed \$25,000 to support the development of the draft Guidelines (\$15,000 was received in FY2017/18 and the remaining \$10,000 is still to be received in FY2018/19).
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DISCUSSION

Draft Sustainable Event Guidelines

1. The City of Adelaide (CoA) has long been recognised as one of the world's great festival cities; hosting over 800 events every year. Events play an important role in stimulating the local economy and fostering a creative and liveable city. In FY2016/17, CoA licensed and/or sponsored events and festivals attracted more than 3.85 million visitors to the city and generated over \$290 million in economic benefits.
2. As part of the CoA community's commitment to be a one of the world's first carbon neutral cities and a leader in environmental change, there is a growing expectation that events held in the city are sustainable. One of the actions in the *City of Adelaide's Strategic Plan 2016-2020* is that 'clear guidelines will be developed for event organisers of larger community events on Council-operated areas to achieve zero-waste and carbon neutrality'.
3. The delivery of sustainable events provides a key point of differentiation to enhance customer experiences and grow visitation.
4. In collaboration with the events industry, we have developed draft Sustainable Event Guidelines (Guidelines) (**Attachment A**) that outline practical actions to deliver more environmentally sustainable event experiences.
5. The draft Guidelines define a sustainable event as: "events that embrace environmental stewardship and world leadership to enhance the positive social, cultural, economic and environmental contribution it makes to the City community."
6. The draft Guidelines focus on initiatives that reduce environmental impacts and deliver benefits for event organisers, attendees, industry and the community. There are six (6) focus areas with a total of 50 actions to support them, including:
 - 6.1. Waste reduction and recycling
 - 6.2. Efficient use of 100% renewable energy
 - 6.3. Zero emissions transport
 - 6.4. Water efficiency
 - 6.5. Sustainable supply chain and
 - 6.6. Measuring, marketing and engagement.
7. The draft Guidelines provide practical solutions to build capacity for new approaches that deliver multiple outcomes. They are supported by a reporting tool to track event progress and improve practice over time.
8. The draft Guidelines are not mandatory; however, some actions could be incorporated as part of new event licence agreements and Council Sponsorship funding over time.
9. It is recommended that Council approves the draft Guidelines (**Attachment A**).

Event Industry Consultation

10. The draft Guidelines were developed with input from the event industry through two (2) workshops:
 - 10.1. An initial industry workshop was held on 20 November 2017 to discuss how City events can be more sustainable. The meeting brought together 26 industry representatives and major event organisers to discuss the current state of sustainability in events, as well as identify barriers and opportunities to enhance the sustainability of events held in the City.
 - 10.2. Potential sustainable actions under the six (6) focus areas were presented to the events industry at a second workshop on 7 May 2018. This workshop had 35 attendees from the events industry, suppliers and servicing agencies who provided feedback on the vision, definition and topic areas that should be included in the draft Guidelines. Feedback was also provided on which actions industry partners could commit to now and/or in the future.
11. Following industry feedback, the draft Guidelines were developed. A formal industry consultation process on the draft Guidelines occurred between 30 October and 14 November 2018, as follows:

- 11.1. The draft Guidelines were circulated to the events industry for feedback over a period of two (2) weeks via Council's consultation platform YourSay.
- 11.2. Targeted phone conversations were also held with key industry stakeholders during this two (2) week period to gather more detailed feedback on the draft Guidelines.
12. The consultation process conducted via YourSay produced the following engagement results:
 - 12.1 Visits to the YourSay website: 47
 - 12.2 Downloaded information from the website: 37
 - 12.3 Completed submissions: Six (6) (KESAB environmental solutions; Any Excuse Event Styling and planning; Green Industries SA (GISA); Volkswagen Enthusiasts Club; Low waste events and education; and City of Port Adelaide Enfield).
13. The telephone consultation process produced the following engagement results:
 - 13.1. Phone consultations successfully conducted: Four (4) (KESAB, GISA, WOMAD, South Australian Tourism Commission).
 - 13.2. An additional consultation was conducted via an incidental conversation with Festivals Adelaide.
14. A summary of the feedback received during the consultation process is provided [here](#). Key areas of feedback include:
 - 14.1. Requests for a complementary rating tool to be developed that will enable event managers to showcase events that are implementing sustainable actions.
 - 14.2. As a voluntary guideline, adoption will require mechanisms, such as financial incentives, to promote uptake. It was also noted that the adoption of the draft Guidelines could be supported or required over time through the event licencing process.
 - 14.3. Requests for a roadmap to be developed that will outline timeframes for the events industry to reach best practice outcomes.
 - 14.4. Requests for the supply of case studies to support and encourage actions.
 - 14.5. Requests for supplier listings to improve the ease of procuring sustainable goods and services. This will make the actions more achievable for event organisers without placing the onus on them to spend time seeking possible solutions. This is particularly important for small/volunteer run events. It is important that appropriate risk assessments are undertaken on supplier listings.
 - 14.6. The supply chain section of the draft Guidelines should be informed by the CoA Sustainable procurement approach, when finalised.
 - 14.7. It was stressed that there would be significant need and value in CoA providing ongoing structured support to secure a coordinated transition to sustainable events for the industry.
 - 14.8. A consistent approach to waste management should be provided at events and in the public realm.
15. As a result of the consultation process and other feedback provided by industry outside of the formal consultation process a number of changes were made to the draft Guidelines to ensure that they meet the event industry's expectations.
16. While developing the draft Guidelines, we have been working on making our own events, including New Year's Eve 2018 and the Vogue Fashion Festival, more sustainable.

Next Steps

17. Once Council has approved the draft Guidelines they will be designed, published on the CoA website, and promoted to the event industry.
18. We will continue to progressively implement the draft Guidelines' actions in all CoA organised events commencing with New Year's Eve 2018.

19. As part of the implementation of the Guidelines, we will support the events industry through a number of ways, including:
 - 19.1. Convening an industry reference group on sustainable events.
 - 19.2. Developing a sustainable event rating tool, as well as a recognition and support framework, that enables event organisers to demonstrate sustainable event achievements. Recognition of sustainable events will also be incorporated into the 2019 Carbon Neutral Adelaide Awards.
 - 19.3. Preparing a Sustainable Event Roadmap 2020-2025 that will inform a coordinated industry transition to sustainable events by 2025.
 20. We will investigate opportunities to support sustainable events through the Adelaide Park Lands Event Management Plan Multi-year licence agreements and sponsorship opportunities.
 21. Consider multi-year resourcing required through the annual business plan and budget processes commencing in FY2019/20.
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ATTACHMENTS

Attachment A – Draft Sustainable Event Guidelines

- END OF REPORT -

SUSTAINABLE EVENT GUIDELINES

DRAFT



Sustainable Event Guidelines

About this document

The Sustainable Event Guidelines have been developed collaboratively with event organisers, the waste industry and event suppliers in 2017-2018. The guidelines provide:

- practical ways to improve sustainability and set ambitious targets.
- the basis for event organisers to promote their sustainability achievements.
- information for event organisers who wish to seek formal certification for their efforts, for example in carbon neutrality through the National Carbon Offset Standard (NCOS).

This document provides guidance on how to deliver more environmentally sustainable events. Use of the Guidelines is voluntary and event organisers can select actions for implementation which are specific to their event. Continuous improvement and adoption of further actions over time is encouraged as part of the journey towards more environmentally sustainable events.

Who are the guidelines for?

The Guidelines can be used by anyone with an interest in sustainable events, in particular:

- event organisers
- waste contractors and service providers
- catering and hospitality providers
- event suppliers
- tourism and service industry associations
- community and volunteer organisers.

Adelaide's commitment to sustainable events

Adelaide is the capital of South Australia (SA), the country's Festival State. It is the world's only city in a park and enjoys an international reputation for a lifestyle rich in cultural experience.

Events play an enormous role in Adelaide's liveability and ongoing prosperity, with a year-round calendar of events activity, celebrating creativity and the arts in all their forms.

The City of Adelaide has a commitment to be an international leader in environmental change and protecting the city's natural environment, including the Park Lands which frame the CBD and North Adelaide.

The community, industry and the Council want sustainable events. Collectively, we seek to be one of the world's first carbon neutral cities by reducing waste, making efficient use of renewable energy and recycled water and supporting the local community with sustainable procurement.

BACKGROUND AND CONTEXT

Events make a significant economic contribution in Adelaide



Each year the City of Adelaide facilitates more than 800 events.

They range from small gatherings in the Adelaide Park Lands, to world renowned attractions, such as the Tour Down Under, WOMADelaide, the Adelaide Festival and the Adelaide Fringe.

In 2016/17, CoA facilitated and/or sponsored events and festivals attracted more than 3.85 million visitors to the City and generated over \$290 million of economic benefitsⁱ.

Festivals in South Australia (SA) contributed the largest share of revenue and visitor attendance nationally to Gross State Productⁱⁱ.

Figure 1. Snapshot of events within the Adelaide Park Lands in 2016/17.

Our shared sustainability goals

Industry perspective

The Adelaide events industry has expressed a shared vision to be world leaders in the delivery of environmentally sustainable events and build upon our international reputation for great cultural experiences. Consultation with industry participants around the sustainable events guidelines highlighted that they want their ideas and practices to:

- enhance experiences
- grow visitation
- strengthen commercial relationships
- influence the growth of sustainable event practices worldwide.

Community perspective

The Adelaide community has high sustainability expectations. When the community attending New Year's Eve in 2017 was consulted on what makes a sustainable event, better waste management featured strongly, with respondents naming the following as contributing factors to the sustainability of events:

- separated bins (35%)
- compostable packaging (10%)
- lots of bins and no litter (6%)
- water refilling station, easily accessible bins, free public transport, clear signage, dry zone and lots of toilets (4%).

Sustainable Event Guidelines

Events in the future

In Adelaide, our future climate could affect people's wellbeing and attendance at events, so these factors need to be considered in the planning of events:

- increased average temperatures
- more extreme weather (heat and isolated flooding)
- lower average rainfall
- increased rainfall intensity.

Some major events are already adapting practices and venue layouts to be climate ready, for attendee wellbeing and comfort e.g. providing more shade, rest and revive areas, or considering their event dates and time of day. Consideration should be given to incorporating climate risk as part of the overall risk management plan for your event.

Adelaide's vision for sustainable events

A sustainable event embraces environmental stewardship and world leadership to enhance the positive social, cultural, economic and environmental contribution it makes to the City community.

By 2025, the shared vision of the City of Adelaide and event industry is to be leaders in:

- separation, reuse and recycling of waste streams
- efficient water and renewable energy use
- sustainable procurement
- sustainable transport
- measuring and offsetting carbon emissions.

These Guidelines focus upon environmentally sustainable actions that complement policies and guidance to support achievement of this vision.

Standards and certifications to help build trust

There are several ways to voluntarily benchmark sustainability initiatives. The following standards are available to guide decision making, measuring and sustainability performance reporting.

- [ISO 20121: 2012 Events Sustainability Management System](#) - offers guidance and best practice information to help manage an event and control its social, economic and environmental impact.
- [National Carbon Offset Standard](#) - a way to become 'certified' carbon neutral, via an Australian Government standard for organisations, products and services, events, or buildings and precincts.
- [EarthCheck](#) - a global benchmarking and certification company which provides third party accredited environmental and social performance certification for companies in the travel / tourism sector.

Sustainable Event Guidelines

ACTIONS FOR SUSTAINABLE EVENTS

The Sustainable Event Guidelines (the guidelines) include:

- 10 high impact **primary actions** for events and office accommodation that are the foundation for sustainable events.
- 50 **supporting actions** that promote good practice and encourage ongoing leadership.

The actions are grouped into 6 activity areas:

Waste Reduction and Recycling	Energy Efficiency and Renewable Energy
Zero Emissions Transport	Water Efficiency
Sustainable Supply Chain	Measurement, Marketing and Engagement.

The choice of actions has been made in consultation with industry to:

- be practical, solutions-focused and effective
- build capacity in the events industry for new systems or approaches
- create economies of scale for products and services
- deliver co-benefits for event organisers, attendees, industry and the community.

These Guidelines aim to align with:

- *ISO 20121 Events Sustainability Management Systems*, which specify the requirements of an event sustainability management system.
- our shared ambition to be one of the world's first carbon neutral cities and an international leader in environmental change.

Benefits

By using the Guidelines, event organisers can expect to benefit from:

- reduced costs over time
- finding operating efficiencies through sustainability
- positive impact on branding, sponsorships and community engagement
- meeting community expectations.

How to use the guidelines

The Guidelines can be used as a resource for voluntary review of operations, to find efficiencies and contribute to the sustainability and liveability of Adelaide.

Use the Summary Report and Action List (Appendix A) to understand impacts that can be improved over time in a series of steps. By working through the Summary Report and Action List, event organisers will be gathering information relevant to several forms of certification.

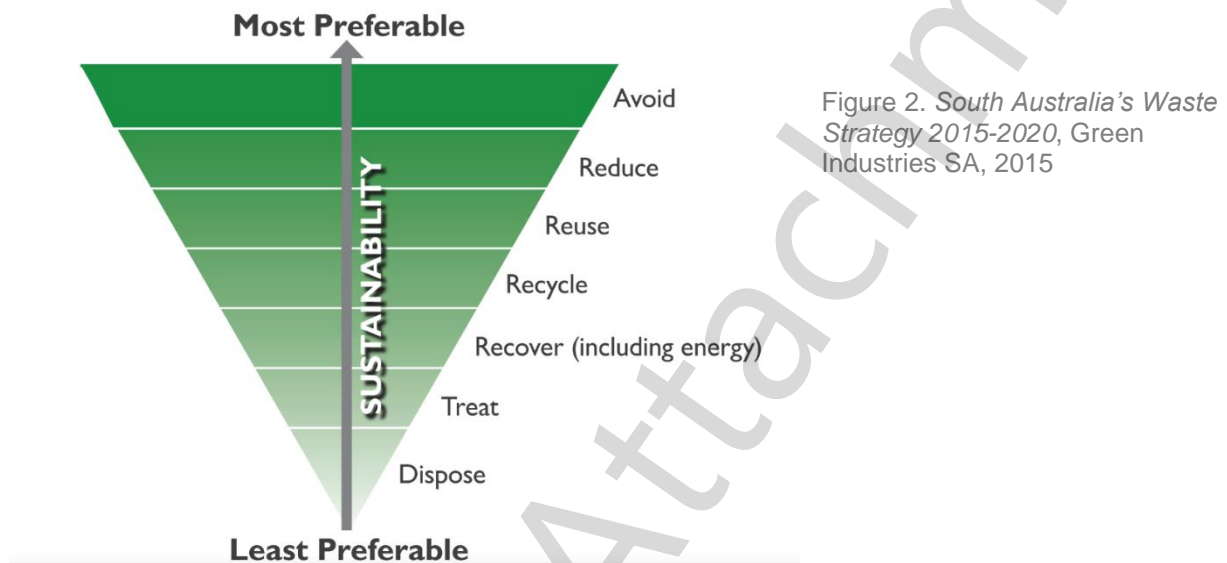
Sustainable Event Guidelines

Activity Area: Waste Reduction and Recycling

Waste management at events should follow the waste hierarchy that recognises the value of resources (Figure 2). This means avoiding the use of unnecessary materials/substances if possible, reducing the amount of waste generated, and reusing or recycling materials.

For venue waste management, there are still opportunities to improve and align waste separation and recycling systems with standard practice. Many waste management contractors and suppliers already offer services that align with this so implementation can be straightforward. Further waste management information is available from [Green Industries South Australia](#) to assist with planning.

Waste reduction and recycling is better for the environment, aligns with community expectations, and helps save money on waste disposal costs for organisers.



Event Primary Action – Event Space Waste Management	
1 Waste Management Plan	Implement a Waste Management Plan centred around a three-bin recycling and waste system for event attendees, stallholders and service providers. The system should comprise mixed recycling, organics and landfill bins that is operational before, during and after the event and likely waste volumes <u>and</u> weights.
Event Supporting Actions	
1.1 Speciality recycling	Where stallholders and service providers will generate large volumes of soft plastics, cardboard or other recyclable materials, provide additional dedicated bins for these waste streams to be appropriately managed.
1.2 Bin configuration	Present bins for each stream together in consistently and appropriately labelled recycling and waste station/s. (See 1.4)
1.3 Volunteers	Utilise sustainable event volunteers to assist at events e.g. bin station monitors, to help customers use waste and recycling services.
1.4 Bin labelling	Provide Australian Standard coloured bins; lids, covers and signage, that align with household services and incorporate signage with pictures of waste types for each stream on each bin. <ul style="list-style-type: none"> • Mixed Recycling – Yellow in the City of Adelaide and/or 10c container collection – Mesh bins to allow drainage and visual identification. • Organics Recycling – Green in the City of Adelaide; • Landfill – Red in the City of Adelaide; and • Cardboard Recycling – Blue in the City of Adelaide.

Sustainable Event Guidelines

1.5 Waste data	Incorporate clauses in agreements that require event space operators/contractors to monitor, verify and report data about: <ul style="list-style-type: none"> • actual, not estimated or average load of waste generation weights and volumes by stream; and • evidence of correct disposal at an appropriate processing facility.
1.6 Stallholder agreements	Broadly and appropriately communicate waste reduction and recycling objectives via practical information sessions to suppliers and stallholders and ensure that service and/or stallholder agreements include clauses to: <ul style="list-style-type: none"> • require the correct use of recycling services at all times when in the event space (including use of performance bonds); • discourage excess packaging materials being brought to the event for disposal/recycling; • encourage collaboration with food rescue services where appropriate; • require stallholders to use reusable and/or 100% recyclable food storage containers and serving equipment; • mandate provision of only 100% compostable food packaging, serving ware and cutlery to attendees (Australian Standard: AS 4736-2006); • require stallholders to eliminate or substitute single use items such as straws, plastic bags, stirrers, balloons, confetti, staging, marketing materials and set props with environmentally sustainable alternatives; • encourage upcycling of materials where possible; and • encourage use of environmentally sustainable products e.g. hygiene solutions.
1.7 Re-usable packaging	Introduce a reusable packaging scheme where customers can purchase a reusable food/drink container that can be used for the event and then retained for future events or returned for a partial refund.
1.8 Water re-fills	Provide and promote drinking water refill stations in visually prominent and convenient locations.

Office Primary Action – Waste Management

2 Office recycling	Occupy office accommodation associated with the event that provides, maintains and supports full utilisation of a minimum three-stream waste, recycling and organics collection service.
Office Supporting Actions	
2.1 Staff and contractors	Communicate office waste reduction and recycling objectives to staff and contractors and support correct utilisation by: <ul style="list-style-type: none"> • including recycling and organic service requirements in cleaning contracts; • making recycling the easiest choice for staff by providing containers at each workstation and in kitchens; • diverting kitchen food waste to organics (green lid) bin using a kitchen caddy container with compostable liner bags or similar; • using colour coded containers and clear, consistent signage with supporting images that matches each waste stream; • reducing the ratio of waste bins to not more than 1 per 4 workstations and; • using reusable materials and avoiding single-use items.
2.2 Office bin signage	Contact Green Industries SA and other sustainability service providers to source educational materials, such as office signage, to support correct and full utilisation of recycling services.

Sustainable Event Guidelines

Activity Area: Energy Efficiency and Renewable Energy

Events use energy predominantly for lighting, audio visual, cooking, heating, ventilation and air conditioning.

Events can improve their sustainability and operational outcomes through:

- efficient use of energy
- greater use of solar and energy storage technology (e.g. solar lights)
- utilising onsite renewable or low emission energy
- investing in or donating to community renewable energy schemes
- utilise carbon offset providers that offer [NCOS certified offsets](#) to account for electricity use or accredited [Green Power](#) for the event.

Event Primary Action – Zero Emissions Energy	
3 Energy Management Plan	Implement an Energy Management Plan centred around efficiency and use of renewable energy.
Event Supporting Actions	
3.1 Stallholder agreements	Communicate renewable energy and energy efficiency objectives to suppliers and stallholders and ensure that service and/or stallholder agreements include clauses to: <ul style="list-style-type: none"> • require use of energy efficient equipment and appliances that are Energy Star or Energy Rating labelled; • charge stallholders for actual electricity use; • minimise the use of diesel generators and locate away from food, air intake, gathering or high foot traffic areas; • turn equipment off when not in use; • support or encourage fuel substitution (e.g. use of biodiesel or energy storage); and • ensure appropriate equipment placement to allow airflow, with considerations for air quality (including but not limited to fine particulate matter, carbon monoxide gases and odour) and efficient use of natural light/shading where appropriate.
3.2 Energy infrastructure	Assess the likely energy infrastructure requirements for your event. This includes total energy required, maximum load for each electrical connection point, additional infrastructure and ensuring generators are not oversized.
3.3 Lighting	Select event space and equipment suppliers that provide the most energy efficient stage and general lighting. Ensure festoon and general area lighting is equipped with daylight sensors/timers.
3.4 Solar lighting	Utilise solar lighting where appropriate e.g. portable toilets and festoon lighting.
3.5 Energy data	Incorporate clauses in agreements that require event space operators/contractors to monitor, verify and report about: <ul style="list-style-type: none"> • actual energy consumption (kWh or MWh); • source of the supplied energy (e.g. Electricity, Green Power, fuel, renewable energy); • volumes of fuel consumption and; • real-time energy monitoring.

Sustainable Event Guidelines

Office Primary Action – Accommodation	
4 Office energy	Utilise office accommodation with a National Australian Built Environment Rating System (NABERS) or Green Star rating of greater than 4.5 Stars or an energy efficient home office that is supplied with 100% renewable electricity.
Office Supporting Actions	
4.1 Networks	Become a <u>Carbon Neutral Adelaide Partner</u> and <u>CitySwitch Green Office</u> signatory to access workplace support, resources, networking and recognition for your sustainability achievements.
4.2 Efficiency	Contact your energy retailer to access advice and support services for installing energy efficient devices such as LED lighting and insulation.
4.3 Energy rebates	Utilise government or industry rebates, such as the City of Adelaide <u>Sustainability Incentives Scheme</u> for energy efficiency and renewable energy initiatives.

Sustainable Event Guidelines

Activity Area: Zero Emissions Transport

Transport to events by attendees, performers and staff, as well as freight to move materials to and from site, is a significant source of carbon emissions, especially air travel. However, transport is one of the more difficult impacts for event organisers to have influence over.

Sustainable events can encourage car sharing, public transport and active transport e.g. cycling and walking, to reduce emissions from transport. Public transport is the lowest emissions form of motorised transport to events and should be encouraged wherever possible.

Event Primary Action – Contractors and Logistics	
5 Transport choices	Contract logistics, courier, construction and service companies that utilise biodiesel, zero emission fuels and/or offset carbon emissions in their operations and have a demonstrated commitment to transition to zero emission vehicles and renewable energy.
Event Supporting Actions	
5.1 Transport data	Incorporate clauses in agreements that require event space operators/ contractors to monitor, verify and report about fuel consumption data for transport activities associated with your event, including fuel type and volume.
5.2 Transport logistics	Work with contractors, suppliers and stallholders to ensure event logistics and operations are optimised to: <ul style="list-style-type: none"> • minimise interruptions to local traffic flows and equipment idling which does not have a clear operational purpose; • reduce fuel consumption; • limit multiple trips for partial deliveries; • protect the local environment from air (including but not limited to fine particulate matter, nitrous oxide, carbon monoxide gases and sulphur dioxide) and noise pollution; and • prevent event space surface damage.
5.3 Zero emissions freight	Partner with government, transport and event industries to pilot and then adopt zero emission freight electric vehicles and supporting infrastructure, including electric or hydrogen refuelling stations.

Event Primary Action – Attendee Transport	
6 Attendee transport	Collaborate to establish and promote a scheme that supports sustainable transport choices by event participants.
Event Supporting Actions	
6.1 Transport information	Support attendees to reduce single occupant car use by communicating public transport, cycling, walking and local accommodation options in advance of the event via event websites and ticketing. Provide real-time public transport information in prominent locations.
6.2 Bicycle use	Provide bicycle racks and end of trip facilities within event spaces or neighbouring facilities, with wayfinding signs to support navigation to facilities and raise attendee awareness of availability.
6.3 Travel offsets	Partner and/or seek sponsorship to encourage and support event performers and interstate and overseas visitors to purchase Australian Government accredited National Carbon Offset Standard (NCOS) carbon offsets for aviation and other transport emissions.
6.4 Electric vehicles	Promote local availability of electric vehicle charging services (Plugshare.com) and use of the 'Park Adelaide' mobile application for on-street parking.
6.5 Park and ride	Collaborate with companies and neighbouring Councils to create pop-up 'park n' ride' transport hubs within a 5-kilometre radius of your event.

Sustainable Event Guidelines

Office Primary Action – Office Accommodation	
7 Office transport	Office accommodation with ultra-fast internet services for virtual travel, end of trip facilities for cyclists, electric vehicle charging infrastructure and subsidised public transport.
Office Supporting Actions	
7.1 Video conference	Maximise use of video conferencing to minimise air travel and vehicle trips for meetings.
7.2 Electric vehicle rebates	Utilise government or industry rebates, such as the City of Adelaide's Sustainability Incentives Scheme , to install electric vehicle and e-bike charging stations.
7.3 Fleet	Electrify fleet vehicles and join a commercial car share scheme which offers electric vehicles in your area.

Sustainable Event Guidelines

Activity Area: Water Efficiency

Connection to a mains (drinking) water supply is provided to most events and is used for drinking, food preparation, washing up and irrigation. With longer and hotter heatwaves occurring, it is important that free drinking water is available to everyone at events.

Events in the Adelaide Park Lands may have recycled water connections present, although this is typically turned off prior to events, to prevent accidental use or cross-contamination.

Recycled water may be used for non-primary contact activities such as pre-event irrigation and dust suppression. In consultation with the City of Adelaide, event organisers may seek to use this source for approved services.

Event Primary Action	
8 Venue selection	Preference event spaces that make efficient use of recycled water from the Glenelg to Adelaide Park Lands Recycled Water Scheme for irrigation and reduce water consumption.
Event Supporting Actions	
8.1 Surfaces	Provide all weather protective surfacing in high pedestrian movement walkways and gathering areas.
8.2 Water data	Incorporate clauses in agreements that require event space operators/contractors to monitor, verify and report data about: <ul style="list-style-type: none"> • actual water consumption; • source of water; and • real-time water monitoring (multi-day events).
8.3 Taps and appliances	Require use of low flow water efficient taps and appliances, that are rated to at least 4 stars by the Australian Government's <u>Water Efficiency Labelling and Standards Scheme</u> , in event stalls and mobile or temporary facilities.
8.4 Drinking water	Provide attendees, staff and volunteers with convenient access to free mains drinking water outlets and/or a SA Water supplied water stations.
8.5 Efficient use	Make efficient use of mains water for irrigation and misting equipment during multi-day events and ensure water is conserved in cleaning processes where appropriate.

Office Primary Action – Office Accommodation	
8.6 Office water	Utilise office accommodation with a National Australian Built Environment Rating System (NABERS) or Green Star rating of greater than 4.5 Stars or a water efficient home office that is equipped with water saving devices.
Office Supporting Actions	
8.7 Low & efficient usage	Ensure your office space utilises water saving devices in an environmentally sustainable manner and appropriately communicate water efficiency objectives: <ul style="list-style-type: none"> • Ensure taps are WEL standard (<u>Water Efficiency Label</u>) rated to at least 4 stars; • Ensure dual flush toilets are installed and used appropriately; • Ensure any leaks are fixed in a timely manner; and • Utilise (filtered) tap water to avoid single-use materials and reduce energy consumption.
8.8 Reduce water use	Utilise government or industry rebates, such as the City of Adelaide Sustainability Incentives Scheme for rainwater capture and use.
8.9 Networks	Become a <u>Carbon Neutral Adelaide Partner</u> and <u>CitySwitch Green Office</u> signatory to access workplace support, resources, networking and recognition for your sustainability achievements.

Sustainable Event Guidelines

Activity Area: Sustainable Supply Chain

Event managers and stallholders can play a significant role in making informed choices throughout the supply chain.

These procurement choices can influence the wider industry, promoting new technology and products that are more environmentally responsible, ethical and with local economy benefits.

The concept of a circular economy means that materials are kept in circulation longer, waste is minimised, and material reuse is maximised, for the benefit of the local community.

When making purchasing decisions, organisers can consider several elements for sustainability, including:

- buying from local suppliers
- sustainability performance of the supplier company
- brand and reputation of supplier
- carbon neutral ([NCOS](#)) certification of products and services
- other certifications like [Forest Stewardship Council \(FSC\)](#), [Fair Trade](#) products, [Rainforest Alliance certified](#), [Australian Certified Organic](#).

Event Primary Action – Sustainable Supply Chain	
9 Assessment	Consider the major purchase categories like paper and catering and procure environmentally and socially responsible services and products.
Supporting Actions	
9.1 Partnering	Partner with other events and venues, suppliers, hotels, hospitality groups, travel associations, tourism bodies and government to: <ul style="list-style-type: none"> • assess common product impacts; • identify alternatives; • communicate new and future product requirements; • aggregate demand for products, innovation and new suppliers; • align supply chains, accommodation and transport service providers to the expectations of event customers and to achieve operational efficiencies; and • meet operational requirements for events.
9.2 Responsible paper	If printing is required, use National Carbon Offset Standard (NCOS) carbon neutral paper made from Forest Stewardship Council (FSC) certified 100% post-consumer recycled material.
9.3 Sustainable products	Choose local suppliers, verified sustainability credentials and consider social and environmental options such as free range, organic, with locally sourced compost and Fairtrade food products. Preference compostable materials (AS 4736-2006) and recycled, reused/reusable items where appropriate.
9.4 Equipment recycling	Partner with events and suppliers to facilitate the reuse and recycling of equipment, consumables and materials used in events.
9.5 Recycled materials	Preference the use and integration of recycled materials, such as reclaimed or recycled timber and cladding materials, into the design of structures and attractions.
9.6 Innovation	Collaborate to pilot leading edge products and technologies, such as edible serving ware and mobile energy storage or monitoring systems.

Sustainable Event Guidelines

Activity Area: Measuring, Marketing and Engagement

A truly sustainable event results in additional benefits to staff, stallholders, suppliers and attendees alike. Gaining commitment from others will maximise the overall benefits.

With accurate monitoring and measurement of sustainability actions, events can confidently reflect their achievements and substantiate any public statements. You may wish to tailor communication and engagements to different audiences.

Event Primary Action-Measuring, Marketing and Engagement	
10 Communications Plan	Implement a Communications and Engagement Plan that commits to measure sustainability outcomes and clearly and consistently communicate your environmental commitments and achievements pre, during and post event.
Supporting Actions	
10.1 Data	Monitor, verify and report energy, transport, waste and water management data and sustainability initiative outcomes, so that event achievements can be measured and communicated. (Refer to actions 1.5, 3.5, 5.1 & 8.2)
10.2 Stories	Collaborate with sponsors, suppliers, stallholders, performers, event attendees, staff, venue owners and government to find the value and stories in what you are doing.
10.3 Electronic messaging	Actively engage and educate the community by showcasing your sustainability credentials and initiatives through your pre/post event electronic messaging.
10.4 Reduce printing	Minimise printed promotional materials by using online resources and communication tools and ensure unused materials are upcycled or recycled.
10.5 Differentiate	Make use of South Australia's and the City of Adelaide's international reputation as leaders in environmental change to: <ul style="list-style-type: none"> • capture community and sponsor interest throughout the year; • differentiate your event; • strengthen brand integrity; • raise awareness of the conscious decisions that have been made; • highlight unique sustainability experiences that the event and other Adelaide and South Australian attractions have to offer and/or the community can participate in such as promoting 'Nude Food' events; and • summarise the wide-ranging benefits of sustainability for your business and the community.
10.6 Service providers	Clearly and regularly communicate sustainability objectives to contractors, service providers, stallholders, staff and volunteers, and enforce contract clauses.
10.7 Promotion at the event	Prominently display sustainability initiatives in key congregation and viewing areas such as adjacent to stalls, toilets, stages and bin clusters to raise awareness, communicate objectives and achieve behaviour change.
10.8 Networks	Actively participate in the Carbon Neutral Adelaide Partner and CitySwitch Green Office networks to share resources, identify potential service providers, network and secure recognition and promotion of your sustainability objectives and achievements.
10.9 Public reporting	Publicly report carbon emissions and other sustainability outcomes.
10.10 Certification	Secure carbon neutral certification by the Australian Government using the National Carbon Offset Standard (NCOS) for events.

Sustainable Event Guidelines

APPENDICES

Appendix A: Sustainable Event Summary Report & Action List

Use this form to record key sustainability performance information for your event.

By measuring a 'baseline', you will be able to identify areas to reduce costs and highlight sustainability action opportunities.

Name of Event	
Date	
Location	
Number of Attendees	
Name of Event Manager	
Event Manager Phone Number	
Event Manager Address	

	Amount Used
Electricity (kWh)	
Diesel (L)	
Renewable Energy (kWh)	
Drinking Water (kL)	
Recycled Water (kL)	
Waste – Landfill (tonnes)	
Waste – Recycling (tonnes)	
Waste – Organics (tonnes)	

Sustainable Event Guidelines

Action List

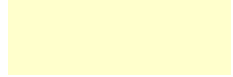
Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
Waste Reduction and Recycling	1 Waste Management Plan				
	1.1 Speciality recycling				
	1.2 Bin configuration				
	1.3 Volunteers				
	1.4 Bin labelling				
	1.5 Waste data				
	1.6 Stallholder agreements				
	1.7 Re-usable packaging				
	1.8 Water re-fills				
	2 Office recycling				
	2.1 Staff and contractors				
	2.2 Office bin signage				
Energy Efficiency and Renewable Energy	3 Energy Management Plan				
	3.1 Stallholder agreements				
	3.2 Energy infrastructure				
	3.3 Lighting				
	3.4 Solar lighting				
	3.5 Energy data				
	4 Office energy				
	4.1 Networks				
	4.2 Efficiency				
	4.3 Energy rebates				
Zero Emissions Transport	5 Transport choices				
	5.1 Transport data				
	5.2 Transport logistics				
	5.3 Zero emissions freight				
	6 Attendee transport				
	6.1 Transport information				
	6.2 Bicycle use				
	6.3 Travel offsets				

Sustainable Event Guidelines

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
	6.4 Electric vehicles				
	6.5 Park and ride				
	7 Office transport				
	7.1 Video conference				
	7.2 Electric vehicle rebates				
	7.3 Fleet				
Water Efficiency	8 Venue selection				
	8.1 Surfaces				
	8.2 Water data				
	8.3 Taps and appliances				
	8.4 Drinking water				
	8.5 Efficient use				
	8.6 Office water				
	8.7 Low and efficient use				
	8.8 Reduce water use				
8.9 Networks					
Sustainable Supply Chain	9 Assessment				
	9.1 Partnering				
	9.2 Responsible paper				
	9.3 Sustainable products				
	9.4 Equipment recycling				
	9.5 Recycled materials				
	9.6 Innovation				
Measuring, Marketing and Engagement	10 Communications Plan				
	10.1 Data				
	10.2 Stories				
	10.3 Electronic messaging				
	10.4 Reduce printing				
	10.5 Differentiate				
	10.6 Service providers				
	10.7 Promotion at the event				

Sustainable Event Guidelines

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
	10.8 Networks				
	10.9 Public reporting				
	10.10 Certification				



Sustainable Event Guidelines

ⁱ City of Adelaide event acquittals from 16/17 CoA events within the Parklands

ⁱⁱ Live Performances Australia's 2016 Ticket Revenue and Attendance Survey

Item 12.1 - Attachment A

Results of the 2018 General Election

ITEM 12.2 27/11/2018
COUNCIL

2017/00096
Public

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

This report presents the results of the 2018 General Election to support the *Local Government (Elections) Act 1999* – Part 3 Section 12 (b) and ensure our communities are informed of the election outcomes.

Further information will be distributed to our communities as outlined in the report.

RECOMMENDATION:

THAT COUNCIL:

1. Notes the results of the City of Adelaide 2018 General Election.
-

IMPLICATIONS AND FINANCIALS:

Strategic Plan	Not as a result of this report
Policy	Presentation of this report supports the <i>Local Government (Elections) Act 1999</i> – Part 3 Section 12 (b)
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	The election was conducted in accordance with the <i>Local Government (Elections) Act 1999</i> and the <i>City of Adelaide Act 1998</i> . Declarations of Office were made by members at the Investiture Ceremony conducted on Thursday 22 November 2018.
Opportunities	Not as a result of this report
18/19 Budget Allocation	Not as a result of this report
Proposed 19/20 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
18/19 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

Results of the 2018 General Election

1. In South Australia, Council elections are held in November every four years. Under the *Local Government (Elections) Act 1999*, the Electoral Commissioner of SA (ECSA) is the returning officer for all Council elections. The City of Adelaide Council Elections were conducted by post. Voting material comprising ballot paper/s, candidate profiles, a postal voting guide, ballot paper envelope containing the elector's declaration and reply-paid envelope was sent to electors, bodies corporate and groups whose name appeared on the certified voters roll. Voting closed at 5.00 pm Friday 9 November 2018.
2. The presentation of this report supports *Local Government (Elections) Act 1999* – Part 3 Section 12 (b) - to advise its local community about the outcome of elections and polls conducted in its area. The results have also been communicated via social media, and on Council's website.
3. In the City of Adelaide there were a total of five (5) different elections for:
 - 3.1. Lord Mayor (1 position)
 - 3.2. Area Councillor (4 positions)
 - 3.3. North Ward Councillor (2 positions)
 - 3.4. Central Ward Councillor (3 positions)
 - 3.5. South Ward Councillor (2 positions)
4. Election outline:

Close of voters rolls	5pm, Friday 10 August 2018
Nominations to stand as a candidate	Tuesday 4 September 2018
Nominations close	12 noon, Tuesday 18 September 2018
Ballot Packs mailed out	Monday 22 October – Friday 26 October 2018
Close of voting	5pm, Friday 9 November 2018
Vote count	Saturday 10 November 2018
5. Statistics:

	2018	2014 (Comparison)
Number of potential voters	26,538	24,183
Ballot envelopes received	8,115	8,649
Declaration missing	8	48
Duplicate removed	454	394
Rejected – omission in error	4	0
Rejected	161	109
Accepted – omission in error	0	5
Returned unclaimed	860	670
Original Removed (Reissue)	2	4

6. Results as provided by the Electoral Commission of South Australia

6.1. Lord Mayor (one required)

Formal votes	7,253
Quota	3,627
Percentage of voters	27.48%
Informal ballot papers	40

In Ballot Order

Candidate	1 st Preference Votes	Votes at Conclusion of Election	
KELLY, Steven	522	522	
TRELOAR, Kate	805	874	
VERSCHOOR, Sandy	3,596	Quota	Elected
HAMILTON, Mark	2,330	2,415	

6.2. Area Councillor (four required)

Formal votes	6,966
Quota	1,394
Percentage of voters	27.31%
Informal ballot papers	282

In Ballot Order

Candidate	1 st Preference Votes	Votes at Conclusion of Election	
KENIHAN, Quentin	0	0	
HUNT, Briony Elizabeth	331	373	
MORAN, Anne	1,821	Quota	Elected 1
KNOLL, Franz Peter	1,014	Quota	Elected 4
WILKINSON, Sandy	694	1,198	
JOHNSTON, Stephanie	623	791	
ABRAHIMZADEH, Arman	1,217	Quota	Elected 2
BARONE, Claudio	154	164	
SIMMS, Robert	1,112	Quota	Elected 3

6.3. North Ward Councillor (two required)

Formal votes	2,291
Quota	764
Percentage of voters	33.26%
Informal ballot papers	37

In Ballot Order

Candidate	1 st Preference Votes	Votes at Conclusion of Election	
BAIN, Glenn	218	263	
COUROS, Mary	414	716	Elected 2 (under quota)
CARTER, Rick	63	63	
TURNER, Dan	115	128	
MARTIN, Phil	731	Quota	Elected 1
DUNIS, Valdis	211	229	
BROOKS, Elbert	318	512	
KOLBIG, Sally	221	325	

6.4. Central Ward Councillor (three required)

Formal votes	2,304
Quota	577
Percentage of voters	21.85%
Informal ballot papers	71

In Ballot Order

Candidate	1 st Preference Votes	Votes at Conclusion of Election	
CARROLL, Diana	193	303	
ARMSTRONG, Driller Jet	148	173	
KHERA, Jessy	298	516	Elected 3 (under quota)
HOU, Zhuopeng (Simon)	475	Quota	Elected 2
NESBITT, Chris	48	48	
MORALEE, Julie	166	427	
RUSSO, Remo	105	120	
TAYLOR, Sam	176	249	
ABIAD, Houssam	454	Quota	Elected 1
JOVANOVIC, Sanja	83	85	
GITSHAM, Darren	158	217	

6.5. South Ward Councillor (two required)

Formal votes	2,590
Quota	864
Percentage of voters	30.45%
Informal ballot papers	52

In Ballot Order

Candidate	1 st Preference Votes	Votes at Conclusion of Election
SNAPE, Keiran	323	378
HYDE, Alexander	590	784
DONOVAN, Helen	585	Quota
De BONDI, Phil	356	460
PRICE, Betty-Jean	157	182
HENDERSON, Kelly	106	106
CORBELL-MOORE, Priscilla	473	743

Elected 2 (under quota)

Elected 1

ATTACHMENTS

Nil

 - END OF REPORT -

Acknowledgement of Service

ITEM 12.3 27/11/2018
COUNCIL

2014/04845
Public

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

Council Members make a significant contribution to the City of Adelaide and it is important to recognise and acknowledge the service provided by outgoing Council members.

RECOMMENDATION:

THAT COUNCIL:

1. Thanks Martin Haese, Sue Clearihan, Natasha Malani, Megan Hender, Sandy Wilkinson, David Slama, Alex Antic and Priscilla Corbell-Moore for their service to the City of Adelaide.
 2. Authorises the Chief Executive Officer to write to Martin Haese, Sue Clearihan, Natasha Malani, Megan Hender, Sandy Wilkinson, David Slama, Alex Antic and Priscilla Corbell-Moore thanking them for their service to the City of Adelaide on behalf of the Council.
 3. Offer the Corporate Facilities Pass to Martin Haese, Sue Clearihan, Natasha Malani, Megan Hender and Sandy Wilkinson for the duration of this Council term, in consideration of the importance of service to the community.
 4. Offer the provision of the Corporate Facilities Pass to previous Council Members who were deemed eligible at the time, Alfred Huang, Charles Moschakis, Chris Douglas, Michael Henningsen, Henry Ninio, James Jarvis, Jane Lomax-Smith, Mark Hamilton, Michael Harbison, Michael Harrison, David Plumridge, Richard Hayward, Wendy Chapman and Stephen Yarwood for the duration of this Council term, in consideration of the importance of service to the community.
-

IMPLICATIONS AND FINANCIALS:

Strategic Plan	Not as a result of this report
Policy	Not as a result of this report
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	<p>A decision to allow a facilities pass would be a lawful decision of Council, addressing the allocation of resources. The risk is that this decision could be open to scrutiny if challenged alleging inappropriate use of public money.</p> <p>In consideration of section 8(g) of the <i>Local Government Act 1999</i> and section 29(g) of the <i>City of Adelaide Act 1998</i> (A council must act to uphold and promote observance of the following principles in the performance of its roles and functions - (g) manage its operations and affairs in a manner that emphasises the importance of service to the community).</p> <p>the practice might be appropriately considered a “reward” for “long-standing service to the community.”</p>
Opportunities	Not as a result of this report
18/19 Budget Allocation	Not as a result of this report
Proposed 19/20 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	If a facilities pass is granted, Council would forgo revenue opportunities for UParks, North Adelaide Golf Course and Adelaide Aquatic Centre depending on the frequency of usage.
18/19 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

Acknowledgement of Service

1. Council Members make a significant contribution to the City of Adelaide and it is important to recognise and acknowledge this service.
2. We recommend that the Chief Executive Officer write to the outgoing Council Members to formally acknowledge their contribution to the City of Adelaide.
3. Historically, Council resolved to provide outgoing Council Members a Facilities Pass which provided free, unlimited access to Council owned UParks, the North Adelaide Golf Course and the Adelaide Aquatic Centre.
4. This was incorporated into the Standing Orders 25.4 – 25.6 which state:
 - 4.1. *'In recognition of their service to the community, former Lord Mayors (regardless of years of service) and former Members of Council (who have served eight (8) cumulative years (or two terms)), will be offered a complimentary lifetime Corporate Facilities Pass, which provides access to the Adelaide Aquatic Centre, North Adelaide Golf Course and UPark.*
 - 4.2. *Notwithstanding the above, the Corporate Facilities Pass is not to be provided to any person who is a current Member of Council, unless the person's entitlement to the Corporate Facilities Pass arises from previous services as a former Member of Council.*
 - 4.3. *Each newly-elected Council at their first meeting, shall resolve whether to offer the Corporate Facilities Pass to newly-eligible former Lord Mayors and former Members of Council and whether to continue the provision of the Corporate Facilities Pass to existing holders.'*
5. With the introduction of the *Independent Commissioner Against Corruption Act 2012*, legal advice was sought from Mr Roder SC regarding the ongoing provision of the Facilities Pass (amongst other matters). This advice can be found in [Link 1](#).
6. In summary, this legal advice concluded it would not be ultra vires the power of the Council to recognise long-standing service by the provision of the Facilities Pass noting that the benefit is substantial.
7. In providing the opinion that the provision of a Facilities Pass would not constitute maladministration under the *Independent Commissioner Against Corruption Act 2012*, the advice from Mr Roder was heavily reliant on section 8(g) of the *Local Government Act 1999*. In consideration of section 8(g) of the *Local Government Act 1999* and section 29(g) of the *City of Adelaide Act 1998* (*A council must act to uphold and promote observance of the following principles in the performance of its roles and functions - (g) manage its operations and affairs in a manner that emphasises the importance of service to the community*) the practice might be a "reward" for "long-standing service to the community."
8. Recent advice from Kelledy Jones lawyers confirmed the legal advice from Mr Roder SC but noted that to completely eliminate the risk and protect Council's interests the best position would be to discontinue the practice.
9. Further, the advice stated, "if the Council does intend to continue the practice, in reliance on the advice provided by Mr Roder, then I recommend that the Council reference the fact it has considered these matters in light of that advice and reflect this in any resolution made".
10. The recommendation has been drafted according to the above advice.
11. The UPark access component of the Facilities Pass is the most frequently used with much lesser usage of the Adelaide Aquatic Centre and North Adelaide Golf Course.

ATTACHMENTS

Nil

- END OF REPORT -

Position of Deputy Lord Mayor

ITEM 12.4 27/11/2018
COUNCIL

2014/04836
Public

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

It is the practice of the City of Adelaide to appoint a Deputy Lord Mayor to assist the Lord Mayor and the Council in the performance of their duties.

Council is requested to determine whether it wishes to appoint a Council Member to the position of Deputy Lord Mayor and, if so, to confirm the appointment by way of resolution.

RECOMMENDATION:

THAT COUNCIL:

1. Approves the appointment of a Deputy Lord Mayor for the 2018-2022 term of office.
 2. Approves the appointment of a Deputy Lord Mayor commencing 27 November 2018 until 30 November 2019.
 3. Approves the appointment of the nominated member to the position of Deputy Lord Mayor.
-

IMPLICATIONS AND FINANCIALS:

Strategic Plan	Not as a result of this report
Policy	The role of Deputy Lord Mayor is detailed in Standing Order Part 2.4
Consultation	Not as a result of this report
Resource	Provision of administrative support by the Council Liaison Officer
Risk / Legal / Legislative	<p>The <i>City of Adelaide Act 1999</i> and the <i>Local Government Act 1999 (SA)</i> contain the provisions utilised by Council to resolve to have a Deputy Lord Mayor.</p> <p>The annual allowance of \$38,895 per annum for the position of Deputy Lord Mayor was determined by the Remuneration Tribunal of South Australia</p> <p>If a Council Member is nominated for the position, and upon subsequent acceptance of the nomination by this Member, this particular Council Member will have to declare a material conflict of interest and vacate the Chamber before the matter is being discussed and voted on. This is because the Member would receive an additional allowance depending on the outcome of the consideration of the matter.</p>
Opportunities	Not as a result of this report
18/19 Budget Allocation	\$12,965
Proposed 19/20 Budget Allocation	\$13,224
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
18/19 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report

Other Funding Sources	Not as a result of this report
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DISCUSSION

1. It is a practice of the City of Adelaide to appoint a Deputy Lord Mayor to assist the Lord Mayor and the Council in the performance of their duties.
2. The civic activities of a Council are an important part of community leadership and the development of community identity. The selection of a Councillor to the position of Deputy Lord Mayor will support the Office of the Lord Mayor and the Council
3. In the 2014-2018 term of office the term of appointment for the Deputy Lord Mayor was generally for a period of 12 months. During the 2014-2018 term of office, the following Council Members served as Deputy Lord Mayor:
 - 3.1. Councillor Malani – 25 November 2014 to 31 January 2015
 - 3.2. Councillor Abiad – 1 February 2015 to 21 January 2016
 - 3.3. Councillor Hender – 1 February 2016 to 30 June 2017
 - 3.4. Councillor Verschoor – 1 July 2017 until the end of the 2014-2018 term of office.
4. In accordance with Council's Standing Orders (2.4), the role of the Deputy Lord Mayor is to:
 - 4.1. represent the Lord Mayor if the Lord Mayor is unavailable to attend to official duties from time to time, where appropriate and subject to the availability of the Deputy Lord Mayor
 - 4.2. act in the role of Lord Mayor, as Acting Lord Mayor, when the Lord Mayor:
 - 4.2.1. is on official leave of absence from Council;
 - 4.2.2. formally delegates in writing his or her responsibilities to the Deputy Lord Mayor
 - 4.2.3. is overseas or interstate;
 - 4.2.4. is unable to discharge his or her duties due to illness or for any other reason.
 - 4.3. be the spokesperson of Council in the absence or unavailability of the Lord Mayor;
 - 4.4. preside at ordinary and special meetings of Council in the absence of the Lord Mayor;
 - 4.5. exercise other functions as Council may determine from time to time.
5. The member of Council who holds the office of Deputy Lord Mayor shall be known and addressed as Deputy Lord Mayor.
6. In August 2018 the Remuneration Tribunal of South Australia determined the allowances payable for members of the City of Adelaide effective at the commencement of the 2018-2022 term of office as follows:
 - 6.1. Councillors - \$25,930 per annum
 - 6.2. Deputy Lord Mayor - \$38,895 per annum (1.5 times the annual allowance for Councillors of the City of Adelaide)
7. The level of allowance for the Deputy Lord Mayor recognises the additional role and function of the Deputy Lord Mayor and will play in supporting the Lord Mayor and acting in the position when the Lord Mayor is on leave. It is subject to adjustment under the *Local Government (Members Allowances and Benefits) Regulations 2010*.
8. The selection of a Councillor to the position of Deputy Lord Mayor identifies the individual who will be required to preside at a meeting of the Council in the absence of the Lord Mayor.
9. In accordance with Standing Orders (22.4 & 22.6) and the *Local Government Act 1999 (SA)* (S51(8)):
 - 9.1. In the event of more than one nomination an election shall be effected by voting by ballot unless otherwise decided by the majority of the Council.
 - 9.2. If the votes for two or more candidates for the office are equal, lots must be drawn to determine which candidate or candidates will be excluded.
 - 9.3. All elections for positions will be subject to confirmation by way or a resolution of Council before being final and binding.

ATTACHMENTS

Nil

- END OF REPORT -

Standing Orders – Lapsed Council Decisions as a result of the 2018 General Election

ITEM 12.5 27/11/2018
COUNCIL

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

2014/04845
Public

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

Regulation 12 (19) and 12 (20) of the *Local Government (Procedures at Meetings) Regulations 2013*, and Standing Order 19.9 which reflects the Meeting Regulations, directs that any question that lies on the table as a result of a successful formal motion lapses at the next general election, and the CEO will report on each to the first ordinary meeting of the Council after the general election.

During the 2014-2018 Term of Office, Council resolved '*that the matter lie on the table*' when considering the following three (3) matters:

1. Councillor Antic – Motion without Notice – Australian Local Government Association National General Assembly
2. Deputy Lord Mayor (Councillor Verschoor) – Motion on Notice – Marriage Equality
3. Local Government (Rate Oversight) Amendment Bill 2018

Prior to the general election the matters were not retrieved through resolution and have now lapsed.

RECOMMENDATION:

THAT COUNCIL:

1. Receives the report.
-

IMPLICATIONS AND FINANCIALS:

Strategic Plan	Not as a result of this report
Policy	This information has been provided to Council in accordance with Council's Standing Orders
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	This information has been provided to Council to meet the requirements of Regulation 12 (19) and 12 (20) of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>
Opportunities	Not as a result of this report
18/19 Budget Allocation	Not as a result of this report
Proposed 19/20 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
18/19 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. Regulation 12 (19) and 12 (20) of the *Local Government (Procedures at Meetings) Regulations 2013*, and Standing Order 19.9 which reflects the Meeting Regulations, directs that any question that lies on the table as a result of a successful formal motion, lapses at the next general election and the CEO will report on each to the first ordinary meeting of the Council after the general election.
2. A successful formal motion determines meeting conduct. A formal motion must be in the form of a motion as set out in Meeting Regulation 12(14) (reflected in Standing Order 19.7). shown below. The relevant Regulation resulting in this report to Council is 12 (14) (c):

'(14) If the formal motion is—

 - (a) **that the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) **that the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) **that the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) **that the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) **that the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.'
 3. Three (3) matters that were the subject of the formal motion in the 2014-2018 Term of Office have lapsed as a result of the 2018 general election:
 - 3.1. Councillor Antic – Motion without Notice – Australian Local Government Association National General Assembly
 - 3.1.1. At its meeting held on 8 August 2017 Council considered the following Motion without Notice in relation to the Australian Local Government Association National General Assembly:

“That Council:-

 1. *Notes that in June 2017 the Australian Local Government Association National General Assembly endorsed a resolution to encourage Australian councils to consider efforts they could take to lobby the Federal Government to change the date of recognition of Australia Day; and*
 2. *Instructs the Lord Mayor to write to the Australian Local Government Association to express concern regarding the above resolution and to express the view that the date of Australia Day should remain a matter for the Federal Government to determine.”*
 - 3.1.2. Council considered the matter and resolved *‘That the matter lie on the table’*.
 - 3.2. Deputy Lord Mayor (Councillor Verschoor) – Motion on Notice – Marriage Equality
 - 3.2.1. At its meeting held on 26 September 2017 Council considered the following Motion on Notice in relation to marriage equality:

“That Council:

 1. *Publicly support marriage equality irrespective of gender;*
 2. *Write to all South Australian Federal Members of Parliament to express Council’s support;*
 3. *Request administration to plan a public event to support Council’s position, with consideration given to using Pride Walk as the location.”*
 - 3.2.2. Council considered the matter and resolved *‘That the matter lie on the table’*.

3.3. Local Government (Rate Oversight) Amendment Bill 2018

3.3.1. At its meeting held on 24 July 2018 Council considered a report in relation to Local Government (Rate Oversight) Amendment Bill 2018. The report was presented in response to a request from the Local Government Association of South Australia that Council review the Bill and advise the LGA its endorsed position and of the priority issues, amendments and concessions Council would seek to address in the LGA's discussions with political parties about the Bill.

3.3.2. Council considered the matter and resolved '*That the matter lie on the table*'.

4. Prior to the general election the matters were not retrieved through resolution and have now lapsed.

ATTACHMENTS

Nil

- END OF REPORT -

CEO Performance Review Panel – Appointment of Panel Members

ITEM 12.6 27/11/2018
COUNCIL

2018/04071
Public

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

Approving Officer:
Steve Mathewson, Director
Services

EXECUTIVE SUMMARY:

The CEO's Contract of Employment provides for Council to appoint a CEO Performance Review Panel.

The following appointments to the CEO Performance Review Panel are sought:

- Appointment of the Lord Mayor and the member in the position of Deputy Lord Mayor for the 2018-2022 Council term.
- Appointment of two (2) Council members for a period of two (2) years.

RECOMMENDATION:

THAT COUNCIL:

1. Approves the establishment of the CEO Performance Review Panel for the 2018-2022 municipal term of Council.
 2. Approves the appointment of the Lord Mayor and member in the position of Deputy Lord Mayor for the 2018-2022 municipal term of Council and updates the Terms of Reference accordingly.
 3. Approves the appointment of two additional Council members to the CEO Performance Review Panel for a period of two (2) years.
-

IMPLICATIONS AND FINANCIALS:

Strategic Plan	Not as a result of this report
Policy	Appointment of Panel members is in accordance with the CEO's Contract of Employment
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Not as a result of this report
Opportunities	Not as a result of this report
18/19 Budget Allocation	Not as a result of this report
Proposed 19/20 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
18/19 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. The CEO's Contract of Employment provides for Council to appoint a CEO Performance Review Panel.
2. The predominant role of the panel is to fulfil Council's contractual obligations in the CEO's employment contract and to provide a forum to support the CEO.
3. During the 2014-2018 Council term membership of the Panel comprised:
 - 3.1. The Lord Mayor
 - 3.2. The Deputy Lord Mayor
 - 3.3. Council Members:
 - 3.3.1. Three (3) Council members for the period November 2014 – February 2016
 - 3.3.2. Two (2) Council members for the period February 2016 – end of the 2014-2018 term of office.
 - 3.4. One (1) independent member (Mr Bill Spurr)
 - 3.5. One (1) external consultant (Mr Richard Altman), appointed to undertake the review process.
4. Mr Spurr and Mr Altman have been appointed to the Panel for the 2018-19 review.
5. In February 2016 the number of Council members appointed was reduced from three (3) to two (2) as a result of an update to the Panel's Terms of Reference.
6. Nominations for two (2) Council member positions are sought. In accordance with Standing Orders all elections for positions will be subject to confirmation by way of a resolution of Council before being final and binding.
7. The following is drafted to assist the Council in formally adopting a motion to confirm the selection process for these positions:

That Council approves that Councillors [insert 2 names of nominees] be appointed to the CEO Performance Review Panel for a period of two (2) years.

ATTACHMENTS

Nil

- END OF REPORT -

Exclusion of the Public

ITEM 17.1 27/11/2018
COUNCIL

Program Contact:
Jacki Done, AD People &
Governance 8203 7256

2018/04291
Public

Approving Officer:
Mark Goldstone, Chief Executive
Officer

EXECUTIVE SUMMARY:

It is the recommendation of the Chief Executive Officer that the public be excluded from this Council meeting for the consideration of information and matters contained in the following Agenda Items:

For the following Advice of the Audit Committee seeking consideration in confidence:

- 18.1.1.** Audit Committee – Special Meeting 26/10/2018 [s 90(3) (i), (d) & (e)]
[Update on Activities of the Strategic Risk and Internal Audit Group Meetings; Audit Committee – Internal Audit Progress Update; Compliance Review]

For the following Chief Executive Officer Reports seeking consideration in confidence:

Strategic Alignment – Liveable

- 18.2.1.** Adelaide South West Community Centre Lease [s 90(3) (d)]

Strategic Alignment – Creative

- 18.2.2.** Strategic Lease Matter [s 90(3) (d)]

Strategic Alignment – Corporate Activities

- 18.2.3.** Capital City Committee Annual Report 2017/18 [s 90(3) (g)]

The Order to Exclude for Item 18.1.1, 18.2.1, 18.2.2 and 18.2.3:

1. Identifies the information and matters (grounds) from s 90(3) of the *Local Government Act 1999 (SA)* utilised to request consideration in confidence;
2. Identifies the basis – how the information falls within the grounds identified and why it is necessary and appropriate to act in a meeting closed to the public; and
3. In addition identifies for the following grounds – s 90(3) (b), (d) or (j) - how information open to the public would be contrary to the public interest.

ORDER TO EXCLUDE FOR ITEM 18.1.1:

THAT COUNCIL:

1. Having taken into account the relevant consideration contained in s 90(3) (i), (d) & (e) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.1.1 [Audit Committee – Special Meeting 26/10/2018] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

The Item is of a confidential nature because the report includes information disclosure of which could reasonably be expected to provide a commercial advantage to council's business competitors.

The disclosure of information in this report could reasonably prejudice the commercial position and identity of the person who supplied 'commercial in confidence' material containing details of council's compliance with Payment Card Industry Data Security Standards.

Public Interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of this information may result in release of information that has been received in confidence and confer a commercial advantage on a third party which may severely impact Council's operations.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 18.1.1 [Audit Committee – Special Meeting 26/10/2018] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in s 90(3) (i), (d) & (e) of the Act.

ORDER TO EXCLUDE FOR ITEM 18.2.1:

THAT COUNCIL:

1. Having taken into account the relevant consideration contained in s 90(3) (d) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.2.1 [Adelaide South West Community Centre Lease] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

This Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business, prejudice the commercial position of the Council and prejudice the commercial position of the person who supplied the information and confer a commercial advantage on a third party. The disclosure of information has the potential to prejudice Council's position in seeking a lease of an alternative site for a Community Centre.

Public Interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of this information will result in release of information prior to a determination of the Council of a strategic property matter and release of information prior to the finalisation of 'commercial in confidence' negotiation with the proponent, a competitor receiving information to the detriment of proponents who supplied information at this point in time and may materially and adversely affect the financial viability of the proponent and because the disclosure of Council's commercial position may severely prejudice Council's ability to negotiate a proposal for the benefit of the Council and the community in this matter and in relation to other contract negotiations.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 18.2.1 [Adelaide South West Community Centre Lease] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in s 90(3) (d) of the Act.

ORDER TO EXCLUDE FOR ITEM 18.2.2:

THAT COUNCIL:

1. Having taken into account the relevant consideration contained in s 90(3) (d) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.2.2 [Strategic Lease Matter] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

This Item contains 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 and confer a commercial advantage on a third party.

Public Interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of this information may result in the release of information prior to the finalisation of 'commercial in confidence' negotiations between the proponents and may materially and adversely affect the contract negotiations which on balance would be contrary to the public interest.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 18.2.2 [Strategic Lease Matter] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in s 90(3) (d) of the Act.

ORDER TO EXCLUDE FOR ITEM 18.2.3:

THAT COUNCIL:

1. Having taken into account the relevant consideration contained in s 90(3) (g) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.2.3 [Capital City Committee Annual Report 2017/18] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

This item contains matters that must be considered in confidence in order to ensure that the Council does not breach any law, any duty of confidence, or other legal obligation or duty.

The disclosure of information in this report would breach 'cabinet in confidence' information presented to the Capital City Committee and the City of Adelaide Act 1998 which has provided for a State/Capital City intergovernmental forum (the Capital City Committee) to operate 'in confidence' and a breach of the associated duty of confidence and legal obligation or duty as a member of the inter-governmental forum. The disclosure of information in this report would be acting contrary to the Capital City Committee operational provisions and could prejudice the position of the State Government and/or Council in relation to current/future proposals prior to state Government and/or Adelaide City Council evaluation and deliberation.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 27/11/2018 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 18.2.3 [Capital City Committee Annual Report 2017/18] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in s 90(3) (g) of the Act.

DISCUSSION

1. s 90(1) of the *Local Government Act 1999 (SA)*, directs that a meeting of Council must be conducted in a place open to the public.
2. s 90(2) of the *Local Government Act 1999 (SA)*, states that a Council may order that the public be excluded from attendance at a meeting if Council considers it to be necessary and appropriate to act in a meeting closed to the public to receive, discuss or consider in confidence any information or matter listed in s 90(3).
3. s 90(3) prescribes the information and matters that a Council may order that the public be excluded from.
4. s 90(4) of the *Local Government Act 1999 (SA)*, advises that in considering whether an order should be made under s 90(2), it is irrelevant that discussion of a matter in public may:
 - 4.1 cause embarrassment to the council or council committee concerned, or to members or employees of the council; or
 - 4.2 cause a loss of confidence in the council or council committee.’
 - 4.3 involve discussion of a matter that is controversial within the council area; or
 - 4.4 make the council susceptible to adverse criticism.
5. s 90(7) of the *Local Government Act 1999 (SA)* requires that an order to exclude the public:
 - 5.1 Identify the information and matters (grounds) from s 90(3) of the *Local Government Act 1999 (SA)* utilised to request consideration in confidence;
 - 5.2 Identify the basis – how the information falls within the grounds identified and why it is necessary and appropriate to act in a meeting closed to the public; and
 - 5.3 In addition identify for the following grounds – s 90(3) (b), (d) or (j) - how information open to the public would be contrary to the public interest.
6. s 83(5) of the *Local Government Act 1999 (SA)* has been utilised to identify in the Agenda and on the Report for the meeting, that the following reports are submitted seeking consideration in confidence.
 - 6.1. Information contained in Item 18.1.1 - Audit Committee - Special Meeting 26/10/2018
 - 6.1.1 Is subject to Existing Confidentiality Orders dated 26/10/2018.
 - 6.1.2 The grounds utilised to request consideration in confidence is s 90(3) (i), (d) & (e):
 - (i) Information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.
 - (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
 - (e) matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;
 - 6.2. Information contained in Item 18.2.1 – Adelaide South West Community Centre Lease
 - 6.2.1 Is not subject to an Existing Confidentiality Order.
 - 6.2.2 The grounds utilised to request consideration in confidence is s 90(3) (d):
 - (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
 - 6.3. Information contained in Item 18.2.2 – Strategic Lease Matter
 - 6.3.1 Is not subject to an Existing Confidentiality Order.
 - 6.3.2 The grounds utilised to request consideration in confidence is s 90(3) (d):

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
- 6.4. Information contained in Item 18.2.3 – Capital City Committee Annual Report 2017/18
- 6.4.1 Is not subject to an Existing Confidentiality Order.
- 6.4.2 The grounds utilised to request consideration in confidence is s 90(3) (g):
- (g) matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

ATTACHMENTS

Nil

- END OF REPORT -

Confidential Item 18.1.1

Adelaide City Council Audit Committee Special Meeting – 26/10/2018
Section 90 (3) (i), (d) & (e) of the *Local Government Act (SA) 1999*
Pages 55 to 56

Confidential Item 18.2.1

Adelaide South West Community Centre Lease
Section 90 (3) (d) of the *Local Government Act (SA) 1999*
Pages 57 to 94

Confidential Item 18.2.2

Strategic Lease Matter
Section 90 (3) (d) of the *Local Government Act (SA) 1999*
Pages 95 to 106

Confidential Item 18.2.3

Capital City Committee Annual Report 2017/18
Section 90 (3) (g) of the *Local Government Act (SA) 1999*
Pages 107 to 141
