



# COUNCIL AGENDA & REPORTS

for the meeting

Tuesday 12 May 2020  
at 5.30pm



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

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### 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 – 14/4/2020 & 22/4/2020

That the Minutes of the meeting of the Council held on 14 April 2020, and the Minutes of the Special meetings of the Council held on 22 April 2020, be taken as read and be confirmed as an accurate record of proceedings.

### 7. Deputations

Granted at time of Agenda Publication – 7/5/2020

Nil

### 8. Petitions

Nil

### 9. Advice from the Audit Committee

**9.1.** Advice of the Adelaide Park Lands Authority – 7/5/2020 [2018/04062]

*To be distributed separately, if required*

**9.2.** Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020 [2018/04062] [Page 4]

10. Lord Mayor's Reports

11. Councillors' Reports

- 11.1 Reports from Council Members [2018/04064] [Page 7]

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

Strategic Alignment – Liveable

- 12.1. Environmental Health Management Policy [2017/01627] Presented to Committee 5/5/2020 [Page 10]
- 12.2. Temporary revisions to Community Consultation Policy in response to the COVID-19 Public Health Emergency [2018/00448] Presented to Committee 5/5/2020 [Page 18]

Strategic Alignment - Corporate Activities

- 12.3. 2019-20 Quarter 3 Financial and Performance Report [2018/03947] Presented to Committee 5/5/2020 [Page 31]
- 12.4. Progress of Motions by Elected Members [2018/04074] [Page 71]
- 12.5. Cultural Investigation  
*To be distributed separately*

13. Questions on Notice

- 13.1. Councillor Martin – Question on Notice – COVID 19 Rent Relief [Page 74]
- 13.2. Councillor Martin – Question on Notice – COVID 19 Financial Response [Page 75]
- 13.3. Councillor Martin – Question on Notice - Park Lands Lease/Licence Holders [Page 76]

14. Questions without Notice

15. Motions on Notice

- 15.1. Councillor Simms – Motion on Notice – Promoting Cycling in the City [2019/00951] [Page 77]
- 15.2. Councillor Martin – Motion on Notice – On Street Parking [2019/00551] [Page 79]
- 15.3. Councillor Moran – Motion on Notice – Use of Communication Devices [2018/04053] [Page 81]
- 15.4. Deputy Lord Mayor (Councillor Hyde) – Motion on Notice – Flooding on South Terrace [2018/04053] [Page 82]
- 15.5. Councillor Simms – Motion on Notice – Channel 44 [2019/01425] [Page 84]
- 15.6. Deputy Lord Mayor (Councillor Hyde) – Motion on Notice – Engaging Key Stakeholders in the City of Adelaide [2019/01923] [Page 85]
- 15.7. Councillor Martin – Motion on Notice – COVID 19 Small Business Assistance [Page 86]
- 15.8. Councillor Knoll – Motion on Notice – Free Public Transport [2019/000951] [Page 87]
- 15.9. Councillor Martin – Motion on Notice – Amendment to Standing Orders [2018/04066] [Page 89]
- 15.10. Councillor Martin – Motion on Notice – Socially Distanced Dining Options [2019/00551] [Page 90]
- 15.11. Deputy Lord Mayor (Councillor Hyde) - Motion on Notice – Supporting the Homeless [2019/01425] [Page 92]
- 15.12. Councillor Donovan – Motion on Notice - Power Undergrounding [2018/04053] [Page 93]
- 15.13. Deputy Lord Mayor (Councillor Hyde) – Motion on Notice - Continuous Park Lands Trail [Page 94]
- 15.14. Councillor Couros – Motion on Notice – All Year Round Festival Events [Page 95]
- 15.15. Councillor Couros – Motion on Notice – Christmas in July [2019/01425] [Page 96]
- 15.16. Councillor Couros – Motion on Notice – Amendment to Standing Orders [2018/04066] [Page 97]
- 15.17. Deputy Lord Mayor (Councillor Hyde) – Motion on Notice – Hutt Street [Page 99]

16. Motions without Notice

17. Exclusion of the Public

- 17.1. Exclusion of the Public [2018/04291] [Page 101]

For the following report of the Audit Committee seeking consideration in confidence

**18.1.1** Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020 [s 90(3) (b), (d), (e) & (i)]

For the following reports for Council (Chief Executive Officer's Reports) seeking consideration in confidence

**18.2.1.** 2019-20 Quarter 3 Commercial Operations Report [s 90(3) (b)]

**18.2.2.** Membership of the Heritage Promotion Advisory Group [s 90(3) (a)]

## 18. Confidential Reports

**18.1** Confidential Report of the Audit Committee

**18.1.1.** Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020 [2018/04062] [Page 106]

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

[Strategic Alignment – Smart](#)

**18.2.1.** 2019-20 Quarter 3 Commercial Operations Report [2018/03947] Presented to Committee 5/5/2020 [Page 110]

[Strategic Alignment – Liveable](#)

**18.2.2.** Membership of the Heritage Promotion Advisory Group [2019/00218] [Page 122]

## 19. Closure

# Audit Committee Report – 17 April 2020 & 1 May 2020

**ITEM 9.2** 12/05/2020  
**Council**

2018/04062  
Public

**Program Contact:**  
Rudi Deco, Manager  
Governance, 8203 7442

**Approving Officer:**  
Mark Goldstone, Chief Executive  
Officer

## 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, 17 April 2020 and a meeting on Friday, 1 May 2020 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 is presented within this report.

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## RECOMMENDATION

### 1. **Report of the Audit Committee – 17 April 2020 & 1 May 2020**

#### THAT COUNCIL

1. Notes the report of the meetings of the Audit Committee held on 17 April 2020 and 1 May 2020.

## DISCUSSION

1. The Audit Committee met as a Special meeting on Friday, 17 April 2020. The agenda for the public component of the meeting can be viewed [here](#).
2. The following matters were the subject of deliberations.
  - 2.1. Presentation – Update on Fixed Asset Guidelines – Section 2
  - 2.2. Confidential CEO Update – COVID-19 Update

Considered in confidence pursuant to Section 90(3)(b) & (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 5.1 listed on the Agenda for the Special meeting of the Audit Committee held on 17 April 2020 was received, discussed and considered in confidence pursuant to Section 90(3)(b) & (e) of the *Local Government Act 1999*, this meeting of the Audit Committee, do order that:

1. The resolution, 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 2027.
  2. The confidentiality of the matter be reviewed in December 2021.
  3. The Chief Executive Officer be delegated 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.
3. The Audit Committee met on Friday, 1 May 2020. The Agenda with Reports for the public component of the meeting can be viewed [here](#) and Item 5.1 – Quarterly Finance Report, distributed separately, can be viewed [here](#).
  4. The following matters were subject of deliberations.

### 4.1. Presentation – Service Planning and Performance

### 4.2. Quarterly Finance Report

#### THAT THE AUDIT COMMITTEE

1. Notes the 2019-20 Quarter 3 Finance Report (the report), including the proposed 2019-20 Quarter 3 Revised Forecast and updated Long Term Financial Plan.
2. Notes the Quarter 3 Treasury report update as contained in this report.
3. Recommends that Council approve the 2019-20 Quarter 3 Finance Report and proposed revised forecast as summarised in Attachment A to Item 5.1 on the Agenda for the meeting of City of Adelaide Audit Committee held on 1 May 2020.
4. Notes the levers and options available to Council to respond to the effects of the COVID-19 pandemic as detailed in Attachment A to Item 5.1 on the Agenda for the meeting of City of Adelaide Audit Committee held on 1 May 2020.

### 4.3. Internal Audit Progress Update

#### THAT THE AUDIT COMMITTEE

1. Notes the Internal Audit Progress Update report.

### 4.4. CEO Update – Council Member and Staff Culture

That the Audit Committee notes the decision of Council at its 14 April 2020 meeting:

*'That Council*

1. *Recognises the valuable role the City of Adelaide administration plays in supporting Council Members*
2. *Expresses concern about the impact the conduct and behaviours of some Council Members may have on the health and wellbeing of the Administration.*
3. *Requests an urgent independent investigation to determine the extent of any impact and provide recommendations where appropriate.'*

and authorises the Audit Committee Chair, in consultation with its independent Audit Committee Members, to prepare a draft scope of work and recommend to Council a suitable party to undertake the review.

#### 4.5. Confidential Presentation – Strategic Property Review

Considered in confidence pursuant to Section 90(3)(b) & (d) 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 10.1 listed on the Agenda for the meeting of the Audit Committee held on 1 May 2020 was received, discussed and considered in confidence pursuant to Section 90(3)(b) & (d) of the *Local Government Act 1999*, this meeting of the Audit Committee, do order that:

1. The resolution, 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 2027.
2. The confidentiality of the matter be reviewed in December 2021.
3. The Chief Executive Officer be delegated 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.

#### 4.6. Confidential Report - Update on Activities of the Strategic Risk and Internal Audit Group Meetings

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

##### THAT THE AUDIT COMMITTEE

1. Receives and notes the report.
2. The report is provided to the next meeting of the Council as part of the confidential report of Audit Committee meeting.
3. In accordance with Section 91(7) & (9) of the *Local Government Act 1999* and on the grounds that Item 11.1 listed on the Agenda for the meeting of the Audit Committee held on 1 May 2020 was received, discussed and considered in confidence pursuant to Section 90(3)(i) of the *Local Government Act 1999*, this 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 2027.
  - 3.3. The confidentiality of the matter be reviewed in December 2021.
  - 3.4. The Chief Executive Officer be delegated 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.

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- END OF REPORT -

# Reports from Council Members

**ITEM 11.1** 12/05/2020  
**Council**

2018/04064  
Public

**Program Contact:**  
Rudi Deco, Manager Governance  
8203 7442

**Approving Officer:**  
Mark Goldstone, Chief Executive  
Officer

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## EXECUTIVE SUMMARY:

This report is presented to:

1. Advise Council of Council Member activities and the functions that Council Members have attended on behalf of the Lord Mayor.
2. Provide a summary of Council Members' meeting attendance.

Council Members can table reports on activities undertaken on relevant external Boards and Committees where they are representing Council and these reports will be included in the Minutes of the meeting.

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## RECOMMENDATION:

### THAT COUNCIL

1. Notes the Council Member activities and functions attended on behalf of the Lord Mayor (Attachment A to Item 11.1 on the Agenda for the meeting of the Council held on 12 May 2020).
2. Notes the summary of Council Members meeting attendance (Attachment B to Item 11.1 on the Agenda for the meeting of the Council held on 12 May 2020).
3. Notes that reports from Council Members tabled at the meeting of the Council held on 12 May 2020 be included in the Minutes of the meeting.

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## ATTACHMENTS

**Attachment A** – Council Member activities and functions attended on behalf of the Lord Mayor

**Attachment B** – Summary of meeting attendance

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- END OF REPORT -



<b>COUNCIL MEMBER MEETINGS AND EVENTS ATTENDED : 14/04/20 - 12/05/20</b>			
<b>COUNCIL MEMBER</b>	<b>DATE</b>	<b>EVENT TITLE</b>	<b>EVENT DETAILS</b>
DLM Alexander Hyde	23 April 2020	Adelaide Central Market Authority Board Meeting	Attended as Council representative
Councillor Franz Knoll	20 April 2020	Rundle Mall Management Authority Board Meeting	Attended as Council representative
	4 May 2020	Rundle Mall Management Authority Special Voluntary Board Meeting	Attended as Council representative
Councillor Simon Hou	29 April 2020	Australia Day Council of SA Board Meeting	Attended as Council representative
Councillor Mary Couros	15 April 2020	Australian International 3 Day Event Board Meeting	Attended as Council representative
	6 May 2020	Australian International 3 Day Event Board Meeting	Attended as Council representative

## Meeting attendance

	Council - Special Meeting 7 April 2020	The Committee 7 April 2020	Council 14 April 2020	Audit Committee - Special Meeting 17 April 2020	The Committee 21 April 2020	Council - Special Meeting 22 April 2020	Council Assessment Panel 27 April 2020	Audit Committee 1 May 2020	The Committee 5 May 2020	Meetings held	Meetings attended
Lord Mayor Sandy Verschoor	✓	✓	✓	✓	✓	✓		✓	✓	8	8
Councillor Arman Abrahimzadeh	✓	✓	✓		✓	✓	✓		✓	7	7
Councillor Mary Couros	✓	✓	✓	✓	✓	✓			✓	7	7
Councillor Helen Donovan	✓	✓	✓		✓	✓			✓	6	6
Councillor Simon Hou	✓	✓	✓		✓	✓			✓	6	6
Councillor Alex Hyde (Deputy Lord Mayor)	✓	✓	✓	✓	✓	✓		✓	✓	8	8
Councillor Jessy Khera	✓	✓	✓		✓	✓				6	5
Councillor Franz Knoll	✓	✓	✓		✓	✓			✓	6	6
Councillor Phillip Martin	✓	✓	✓		✓	✓			✓	6	6
Councillor Anne Moran	✓	✓	✓			✓				6	4
Councillor Robert Simms	✓	✓	✓		✓	✓			✓	6	6
# in Attendance	11	11	11	3	10	11	1	2	9		

Key:

Apology
Leave
Not a Member
Proxy Member

# Environmental Health Management Policy

**ITEM 12.1** 12/05/2020  
**Council**

2017/01627  
Public

**Program Contact:**  
Vanessa Godden, AD Customer  
& People 8203 7156

**Approving Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

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## EXECUTIVE SUMMARY

As the local public health authority for its area, the City of Adelaide (CoA) has a responsibility to manage environmental health matters relevant to its community and location.

Each local council is responsible for understanding and assessing the public health risks in its community and to schedule activities which respond to identified risks. In the CoA this includes routine monitoring of certain business types, as well as responding to community concerns and other activities on a proactive basis and in partnership with other agencies.

Following a recent audit by our internal auditors, it was identified that CoA would benefit from a stronger policy framework to direct our approach to environmental health management.

The draft Environmental Health Management Policy (the Policy) has been developed to guide the distribution of resources and ensure that activities are aligned to manage the highest risks as a priority. The Policy is primarily relevant to our employees who are "Authorised Persons" as defined in the *South Australian Public Health Act 2011* and will be supported by internal guidelines and operating procedures.

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## RECOMMENDATION

That Council:

1. Approves the Environmental Health Management Policy as at Attachment A to Item 12.1 on the Agenda for the meeting of the Council held on 12 May 2020.
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2016-2020 Strategic Plan	<b>Strategic Alignment – Liveable</b>
Policy	The report recommends the approval of a new Environmental Health Management Policy.
Consultation	Not as a result of this report
Resource	The Policy ensures alignment of current resources to ensure that activities are scheduled to manage the highest risks as a priority.
Risk / Legal / Legislative	CoA carries public health responsibilities under the <i>South Australia Public Health Act 2011</i> as well as via a Memorandum of Understanding (MOU) between the Local Government Association (LGA) and SA Health.
Opportunities	To better align resources to deliver a more efficient environmental health service.
19/20 Budget Allocation	General operating budget
Proposed 20/21 Budget Allocation	General operating budget
Life of Project, Service, Initiative or (Expectancy of) Asset	Ongoing through business as usual activities.
19/20 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (e.g. maintenance cost)	Not as a result of this report
Other Funding Sources	The Department of Health and Wellbeing contribute funding to support the provisions of the immunisation service delivered by CoA.

## DISCUSSION

1. Section 37(2) of the *South Australian Public Health Act 2011* (the SAPH Act) sets out that councils are the local public health authority for their areas. Responsibilities of councils include:
  - 1.1 preserving, protecting and promoting public health within their areas
  - 1.2 cooperating with other authorities involved in the administration of the Act
  - 1.3 ensuring that adequate sanitation measures are in place in their areas
  - 1.4 identifying risks to public health within their areas
  - 1.5 assessing activities and development to determine and respond to public health impacts
  - 1.6 providing or supporting activities within their areas to preserve, protect or promote public health
  - 1.7 providing or supporting the provision of immunisation programs for the protection of public health.
2. This does not mean that CoA is solely responsible for every public health issue identified in our community, but the SAPH Act recognises that each council is best placed to understand the local context, the needs and priorities of the community, and where public health risks lie.
3. CoA works closely with SA Health to coordinate environmental health matters and to promote good public health outcomes in the City and North Adelaide.
4. CoA's Environmental Health Officers (EHOs) undertake routine monitoring of certain business types, respond to community concerns, and provide immunisation services. EHOs also provide educational material to our community via our website, targeted distribution, in person meetings, and community group education sessions.
5. A recent audit by our internal auditors identified that CoA would benefit from a formalised risk assessment of environmental health risks in the City and North Adelaide, and a stronger policy framework to guide our approach to environmental health management.
6. The risks present in the CoA area have been identified and a risk assessment has been carried out in line with the Department of Health Framework: *'Risky business: a resource to help local governments manage environmental health risks'* (Link 1 view [here](#)) to inform priority areas.
7. The five priority levels identified in the Framework, which are also adopted in CoA's Policy, are:

Priority 1	Legislative requirements (e.g. services delivery or inspection frequency)
	Catastrophic inherent risk to public safety
Priority 2	High inherent risk to public safety
Priority 3	Medium inherent risk to public safety
Priority 4	Low inherent risk to public safety
Priority 5	Very low risk to public safety

8. The draft Environmental Health Management Policy (the Policy) has been developed to guide the distribution of resources and to ensure that activities are aligned to manage the highest risks as a priority. The Policy is primarily relevant to our employees who are "Authorised Persons" as defined in the *South Australian Public Health Act 2011* and will be supported by internal guidelines and operating procedures.
9. The Policy supplements the CoA Regional Public Health Plan and establishes our objectives, principles, and priorities for dealing with environmental health matters in the CoA area.
10. The Policy also details environmental health responsibilities at Commonwealth, State, and Local Government level.
11. CoA works directly with our community to prevent and reduce incidences of disease, illness, and harm, by undertaking activities which support a healthy environment for all community members. The Policy sets out the following principles for dealing with environmental health matters:
  - 11.1 Undertaking activities and services in order of risk-based priority as detailed in Table A - Order of Priority.
  - 11.2 Balancing the needs of the built environment and economic development with the health of our community.

- 11.3 Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community.
  - 11.4 Working in collaboration with State Government and industry to create and implement initiatives which aim to improve levels of voluntary compliance with relevant legislative obligations.
  - 11.5 Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations.
  - 11.6 Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues.
12. This will be the first Environmental Health Management Policy for CoA and it will come into operation once adopted by Council. The Policy will be utilised by Authorised Persons when, from time to time, they are required to exercise their powers under the Act.
  13. The Policy will be published on the City of Adelaide website and will be supported by standard operating procedures and guidelines.

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## DATA & SUPPORTING INFORMATION

**Link 1** - Risky business: a resource to help local governments manage environmental health risks

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## ATTACHMENTS

**Attachment A** – Environmental Health Management Policy

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- END OF REPORT -

# ENVIRONMENTAL HEALTH MANAGEMENT POLICY

*12 May 2020**non-legislative*

## PURPOSE

This Environmental Health Management Policy (the Policy) outlines the objectives, principles, and approach to managing environmental health matters in the City of Adelaide (CoA) area.

The Policy supplements the CoA Regional Public Health Plan and sets out:

- Environmental health responsibilities at Commonwealth, State, and Local Government level;
- Principles for environmental health management in the CoA area; and
- Priorities for dealing with environmental health matters in the CoA area.

## RESPONSIBILITIES

Environmental health is the theory and practice of assessing, correcting, controlling, and preventing factors in the environment that can potentially adversely affect the health of present and future generations<sup>1</sup>. Managing environmental health is the responsibility of all community members, businesses, and all tiers of government in Australia.

### Federal

The National Environmental Health Council (enHealth) is the peak national environmental health advisory group. enHealth consists of members of relevant Commonwealth, State, and Territory health departments, the New Zealand Ministry of Health, and the National Health and Medical Research Council. EnHealth provides national leadership on environmental health issues and implements the Australian National Environmental Health Strategy.

### State

The South Australian Department of Health and Wellbeing is the primary State Government department responsible for coordinating environmental health policy, projects, and legislation in South Australia.

### Local

Councils have statutory responsibilities for promoting standards of environmental health within their area through the administration of legislation and provision of services and community education initiatives.

<sup>1</sup> World Health Organisation

## PRINCIPLES

CoA work directly with our community to prevent and reduce incidences of disease, illness, and harm, by undertaking activities which support a healthy environment for all

community members. In dealing with environmental health matters, CoA provide these services by:

- Undertaking activities and services in order of risk-based priority as detailed in Table A - Order of Priority
- Balancing the needs of the built environment and economic development with the health of our community
- Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community
- Working in collaboration with State Government and industry to create and implement initiatives which aim to improve levels of voluntary compliance with relevant legislative obligations
- Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations
- Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues

**OTHER USEFUL DOCUMENTS**

**related documents**

- Community Safety & Health Enforcement Guidelines ACC2019/15637

**relevant legislation**

- *South Australian Public Health Act 2011*
- *Food Act 2001*
- *Supported Residential Facilities Act 1992*
- *Local Government Act 1999*
- *Local Nuisance and Litter Control Act 2016*

**GLOSSARY**

Throughout this document, the below terms have been used and are defined as:

**Body Piercing Studio:** an establishment in which body piercing is carried out professionally.

**Communicable Disease:** Includes food-borne diseases, vaccine preventable diseases, vector-borne diseases, zoonotic infections, HIV/AIDS related diseases and quarantinable diseases. Communicable diseases are notifiable under the *South Australian Public Health Act 2011*.

**Cooling Tower:** Devices designed to cool water and dissipate heat to the environment and are often associated with air conditioning and refrigeration systems.

**Environmental Health:** Aspects of human health, including quality of life that are determined by physical, chemical, biological, social and psychosocial factors in the environment. It also refers to the theory and practice of assessing, correcting, controlling and preventing those factors in the environment that can potentially adversely affect the health of present and future generations.

**Food Business:** a business, enterprise or activity (other than primary food production) that involves:



- The handling of food intended for sale; or
- The sale of food.

Food business includes businesses that sell prepared, freshly prepared, and packaged food or any other type of food.

**Hairdresser:** an establishment in which hairdressing is carried out professionally

**Health:** a state of complete physical, social and mental wellbeing, and not merely the absence of disease or infirmity - The World Health Organisation.

**High Risk Manufactured Water Systems (HRMWS):** Air conditioning plants (such as cooling towers) or warm water distribution systems.

**Insanitary Condition:** premises are in an insanitary condition if:

- the condition of the premises gives rise to a risk to health; or
- the premises are so filthy or neglected that there is a risk of infestation by rodents or other pests; or
- the condition of the premises is such as to cause justified offence to the owner of any land in the vicinity; or
- offensive material or odours are emitted from the premises; or
- the premises are for some other reason justifiably declared by the authority to be in an insanitary condition.

**SA Health:** the State Government Department for Health and Wellbeing

**Supported Residential Facility:** a facility at which, for monetary or other consideration (whether or not for profit), residential accommodation is provided or offered together with personal care services (other than for members of the immediate family of the proprietor of the facility).

**Swimming Pool and Spa:** a publicly available swimming pool or spa, regardless of whether it is available to only a subset of the public with or without the payment of money.

**Tattoo Parlour:** an establishment in which tattooing is carried out professionally.

**Vector:** a vector is any organism capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including mosquitoes, flies, fleas, cockroaches, or other insects and ticks, mites, or rodents.

**Vermin:** small animals and insects that can be harmful and are difficult to control when they appear in large numbers.

**Wastewater:** an on-site wastewater system or a community wastewater management system.

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## ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **3** years unless legislative or operational change occurs beforehand. The next review is required in **2023**.

### Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits

ACC2020/2262	Council	TBD	Original document

**contact:**

For further information contact the Customer & People Program

City of Adelaide  
 25 Pirie ST, Adelaide, SA  
 GPO Box 2252 ADELAIDE SA 5001  
 +61 8 8203 7203  
 city@cityofadelaide.com.au

**Table A: Order of Priority**

Priority Category	Description	Examples of activities / matters included within each priority category
Priority 1	Legislative requirements (e.g. services delivery or inspection frequency)	Provision of immunisation services Annual inspection and monitoring (conducted or audited by CoA) of HRWMS (cooling towers and warm water systems) Annual reporting to SA Health under <i>Food Act 2001</i> and <i>South Australian Public Health Act 2011</i>
	Catastrophic inherent risk to public safety	Monitoring of Food Safety Plan audits for food businesses serving high risk foods to vulnerable populations
Priority 2	High inherent risk to public safety	Inspection and monitoring of tattoo parlours Inspection and monitoring of body piercing studios Inspection and monitoring of food businesses in line with SA Health risk classification and associated frequency Inspection and monitoring of swimming pools and spas Inspection and monitoring of wastewater and contaminated land
Priority 3	Medium inherent risk to public safety	Investigation of customer requests (e.g. instance of communicable disease, reported insanitary conditions etc.) Initial assessment of development applications Investigation of non-commercial insanitary condition e.g. severe domestic squalor Inspection and monitoring of supported residential facilities Education and health promotion (general)
Priority 4	Low inherent risk to public safety	Investigation of hoarding and squalor (not severe) Investigation of vermin and vector reports in commercial and private premises
Priority 5	Very low risk to public safety	Inspection and monitoring of hairdressers

# Temporary Revisions to Community Consultation Policy in response to the COVID-19 Public Health Emergency

**ITEM 12.2** 12/05/2020  
**Council**

**Program Contact:**

Kathryn Calaby, AD Marketing and Communications 8203 7210

2018/00448  
Public

**Approving Officer:**

Ian Hill, Director Growth

## EXECUTIVE SUMMARY

In response to COVID-19, the Minister for Transport, Infrastructure and Local Government issued the Public Access and Public Consultation Notice (No 2) 2020 (the 'Notice') under section 302B of the *Local Government Act 1999 (SA)* (the Act) on 8 April 2020.

As a result of the Notice, provisions relating to the City of Adelaide's public consultation requirements regarding any type of face-to-face contact (including inviting interested persons to attend a public meeting or meetings of the Council) have been suspended.

Council's Community Consultation Policy has been temporarily amended to comply with the Notice.

For any community engagements during this period, in lieu of face-to-face contact, the City of Adelaide will publish a notice on its website and in a newspaper circulating in the area of the Council inviting interested persons to make written submissions within the period stated in the notice. The Council will then consider the submissions in its decision-making.

These amendments to the Policy have effect from the date of publication in the Government Gazette (8 April 2020) and end 28 days after the cessation of all relevant declarations relating to the emergency to which the Notice relates.

## RECOMMENDATION

That Council:

1. Adopts the temporary amendments to the Community Consultation Policy as set out in Attachment A to Item 12.2 on the Agenda for the meeting of the Council held on 12 May 2020 for the period ending 28 days after the cessation of all relevant declarations relating to the COVID-19 public health emergency.

## IMPLICATIONS AND FINANCIALS

City of Adelaide 2016-2020 Strategic Plan	<b>Strategic Alignment – Liveable</b> There are policies, projects and/or initiatives which require legislated consultation to support the implementation of the Annual Business Plan and the setting of Rates and Charges.
Policy	Following adoption by Council the amended Policy ( <b>Attachment A</b> ) will replace the current Policy until the end of the Notice period. The Policy will be available for public access in the Council's Customer Centre and online.
Consultation	<p>Consultation is not required. Section 50 (6) <i>Local Government Act 1999 (SA)</i> states that Council may alter its public consultation policy at any time if it consults with the public on those alterations; and section 50 (7) <i>Local Government Act 1999 (SA)</i> states that Council is not required to comply with section 50(6) <i>Local Government Act 1999 (SA)</i> if the alterations are 'of only minor significance that would attract little (or no) community interest'.</p> <p>Notwithstanding the above, Section 50 (6) and section 50 (7) of the <i>Local Government Act 1999 (SA)</i> have been suspended for the duration of Notice No 2 and substituted with a new subsection 50 (5a) as follows:</p> <p>'For the purposes of this section, a council may alter its public consultation policy or substitute a new policy without undertaking public consultation, even if the existing public consultation policy requires the council to conduct public consultation.'</p>
Resource	The Policy amendments will be implemented using existing resources.
Risk / Legal / Legislative	The amendment of the Policy ensures compliance with current South Australian legislation.
Opportunities	The Policy amendments ensure compliance with current South Australian legislation.
19/20 Budget Allocation	Not as a result of this report
Proposed 20/21 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	The Policy was reviewed in 2019, and is next due for review in 2021.
19/20 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. On 22 March 2020 a Major Emergency was declared in respect of the outbreak of COVID-19 within South Australia.
2. On 8 April 2020 the Minister for Transport, Infrastructure and Local Government (the 'Minister') issued a notice under section 302B of the *Local Government Act 1999(SA)*, the **Public Access and Public Consultation Notice (No 2) 2020** (the 'Notice') shown here (Link 1 view [here](#)) which:
  - 2.1. Varies or suspends the operation of specified provisions of the *Local Government Act 1999 (SA)* (the 'Act') relating to council's public consultation requirements under the Act, and
  - 2.2. Suspends the requirements of section 50 (6) and section 50 (7) of the Act, which means, for the purposes of section 50 (5a) of the Act, a council may alter its public consultation policy without public consultation, even if the existing public consultation policy requires the council to conduct public consultation.
3. As a result of the Notice, provisions relating to the City of Adelaide's public consultation requirements in the Community Consultation Policy (the Policy) regarding any type of face-to-face contact (including inviting interested persons to attend a public meeting or meetings of the Council) have been suspended. This means that:
  - 3.1. The Council will not hold a public meeting in relation to any matter for which this Policy would, but for this provision, require the Council to hold a public meeting, and
  - 3.2. The Council will not hold a public meeting in relation to any matter for which the Act requires the Council to follow the steps set out in its public consultation policy.
4. The affected sections of the Act are primarily, section 123: Annual Business Plan; section 151: Rates and Charges: Changes to Basis of Rating Report and section 156 Rating: Differential Rates. For the avoidance of doubt, the requirements of the Notice apply to all public consultation undertaken by the Council for the purposes of the Act.
5. In response to Notice No 2, the Administration has:
  - 5.1. Added a preface to the Policy explaining the rationale for the temporary revisions to the Policy in response to the declared COVID-19 public health emergency, and
  - 5.2. Temporarily amended the public consultation requirements for sections 123, 151, and 156 in *Table 1: Statutory Compliance with Local Government Act 1999 (SA)* of the Policy to reflect the need to avoid any type of face-to-face contact. The amended Policy is shown in **Attachment A**.
6. For any public consultation requirements, in lieu of face-to-face contact the City of Adelaide will publish a public notice on its website and in a newspaper circulating in the area of the Council. The public notice will invite interested persons to make written submissions within the period stated in the notice (which will not be less than 21 days after the publication of the notice, unless the matter is considered by the Council to require urgent consideration and it is not otherwise contrary to the Act to consult for a lesser period). The Council will then consider the submissions in its decision-making.
7. Should any other provision in this Policy be read as requiring the Council to undertake public consultation with a person face-to-face, the provision is suspended while the amended Policy applies. The Notice has effect for the period specified in section 302B(2)(d)(ii) of the Act which provides that the operative period is from 8 April 2020 (the day the notice was published in the Government Gazette) and will end 28 days after the cessation of all relevant declarations relating to the emergency to which Notice No 2 relates.
8. At the end of 28 days after the cessation of all relevant declarations relating to the emergency to which Notice No 2 relates, the amendments to sections 123, 151, and 156 will be removed from the Policy and it will be reinstated as per the previous adopted version.

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## DATA & SUPPORTING INFORMATION

**Link 1** – Public Access and Public Consultation Notice (No 2) 2020.

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# ATTACHMENTS

## Attachment A – Amended Community Consultation Policy

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- END OF REPORT -

# Community Consultation Policy

Adopted

by Council 16 July 2019

legislative

## Temporary revisions to the Community Consultation Policy in response to the declared COVID-19 public health emergency.

Following the declaration (on 22 March 2020) that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia, the Minister for Transport, Infrastructure and Local Government on 8 April 2020, issued a notice under section 302B of the *Local Government Act 1999*, the *Public Access and Public Consultation Notice (No 2) 2020 (Notice No 2)* varying or suspending the operation of the specified provisions of the *Local Government Act 1999 (the Act)* relating to council's public consultation requirements under the Act.

For the period Notice No 2 has effect (as provided for in Notice No 2), this Public Consultation Policy is altered as set out below and those alterations have effect notwithstanding any other provision in this Policy to the contrary.

For the avoidance of doubt, save for the alterations to the Policy as set out below, the Policy otherwise applies to public consultation undertaken by the Council for the purposes of the Act.

### Alterations to Public Consultation Policy

As a result of Notice No 2 provisions relating to the City of Adelaide's public consultation requirements regarding any type of face-to-face contact (including inviting interested persons to attend a public meeting or meetings of the Council) have been suspended. The affected sections include section 123: Annual Business Plan; section 151: Rates and Charges: Changes to Basis of Rating Report and section 156 Rating: Differential Rates and are indicated in Table 1.

The Council will not hold a public meeting in relation to any matter for which the Act requires the Council to follow the steps set out in its public consultation policy.

The Council will not hold a public meeting in relation to any matter for which this Policy would, but for this provision, require the Council to hold a public meeting.

In lieu of face-to-face contact the City of Adelaide will instead publish a notice on its website and in a newspaper circulating in the area of the Council inviting interested persons to make written submissions in relation to any matter within the period stated in the notice (which will not be less than 21 days after the publication of the notice, unless the matter is considered by the Council to require urgent consideration and it is not otherwise contrary to the Act to consult for a lesser period). The Council will then consider the submissions.

To the extent that any other provision of this Policy could be read as requiring the Council to undertake public consultation with a person face-to-face or in person, the provision is suspended while these provisions are in effect and the above provisions operate in their stead.

Notice No 2 has effect for the period specified in section 302B(2)(d)(ii) of the Act which provides that the operative period is the day the notice is published in the Government Gazette (being 8 April 2020) and ending 28 days after the cessation of all relevant declarations relating the emergency to which the notice relates.

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### PURPOSE

Section 50 of the *Local Government Act 1999 (SA)* (the Act) provides that the Council must prepare and adopt a public consultation policy that sets out the steps that Council intends to take to deliver effective public consultation, whilst fulfilling its requirements under the Act.



This Policy only applies to matters that require public consultation as per the Act. Public consultation prescribed under other legislation will be undertaken in accordance with the requirements of the said legislation, rather than this Policy.

This Policy outlines the minimum communication and consultation requirements under the Act that Council is required to comply with and should be read in conjunction with the Community Engagement Strategy and the Administration's online toolkit, to ensure consistent, meaningful and effective consultation is achieved.

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## STATEMENT

Council will undertake to:

- where the Act prescribes that public consultation is required, obtain and consider community contributions and relevant information to ensure that any decision made is in the best interests of the community. However, it is important to note that having considered the submissions received, any final decision rests with Council.

When engaging the community in a decision-making process (of which legislated public consultation is a part) Council will:

- seek out and encourage contributions from people who may be affected by or interested in a decision
- provide relevant, timely and balanced information so people can contribute in a meaningful way
- provide a variety of appropriate and accessible ways for people to have their say and to speak honestly
- actively listen so that people's ideas and input assist in making the final decision
- consider the needs and interests of all people in the decision-making process
- tell the community about the final decision, and how their input was considered
- collaborate with peak bodies and other levels of Government to achieve common goals for Council.

### Scope

Council recognises:

- the importance of non-legislated engagement which is not covered by this Policy
- there are occasions where community engagement may be desirable, but there is no statutory requirement to undertake the same. Although the Council acknowledges the importance of these occasions, they are not covered by the requirements of this Policy
- it has a responsibility as a capital city council in seeking the views of all stakeholders impacted by our decisions and may elect to undertake community engagement above and beyond the minimum legislative requirements where deemed appropriate. This may include advertising in State-wide media as well as in a newspaper circulating within the area of Council for issues which may have impact beyond the city's local community.

### Roles and responsibilities

This policy applies to Council Members, employees, contractors, volunteers, consultants and any other person(s) undertaking public consultation for the City of Adelaide. Specific responsibilities:

- **Council** is the elected body charged with responsibility for making decisions on behalf of the community. Under certain circumstances Council may delegate decision-making to Council officers



- **The Chief Executive Officer** supported by staff and/or external contractors, is responsible for implementing and reviewing this Policy, and reporting outcomes of consultations and review(s) of this Policy to Council
- **Associate Directors** are responsible for ensuring their staff comply with this Policy and make use of the support mechanisms and tools provided to guide implementation
- **The Community Engagement Team**, which is responsible for providing advice and assistance to the community and stakeholders internal and external to City of Adelaide and keeping this policy and tools up to date, visible and readily accessible.

#### **Local Government Act 1999 (SA) requirements**

- Section 8 of the Act (Principles to be observed by a council) outlines, amongst other things, Council's responsibilities to provide open, responsive and accountable government
- Section 50 requires Council to prepare and adopt a public consultation policy that sets out the steps that the Council must follow in cases where the Act requires that a council must follow its public consultation policy, to ensure it effectively consults with stakeholders and the community
- Section 122 requires that Council adopts a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development of; review and amendment of; and adoption of new strategic management plans. When Council's strategic management plan requires review, amendment or adoption Council will follow consultation steps 1 to 8 and 16 of Table 1
- The Act prescribes the requirement for public consultation in numerous provisions of the Act. Table 1 of this Policy lists the sections that specify when public consultation is required under this Act, and the consultation steps that need to be taken relevant to each section;<sup>1</sup>
- Where the Act specifies that Council needs 'to follow the relevant steps set out in its public consultation policy', Council will follow the steps indicated in the relevant column of Table 1
- Where deemed appropriate by the Administration, or requested by Council, further public consultation may be undertaken that exceeds the requirements prescribed by the Act.

#### **Policy availability**

- Copies of this Policy are available for inspection at no cost at the Customer Centre, 25 Pirie Street, Adelaide and at Council's Libraries and Community Centres during normal business hours
- Council reserves the right to charge a prescribed fee for printing copies of this policy
- This Policy may also be downloaded free of charge from Council's website.

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#### **OTHER USEFUL DOCUMENTS**

##### **Related documents**

- Community Engagement Strategy;
- The City of Adelaide City Works Guidelines;
- The City of Adelaide Strategic Plan;
- The City of Adelaide Privacy Policy;
- The City of Adelaide CEO Sub-Delegations Register.

<sup>1</sup> There are two aspects of Section 12 that require consultation; see Table 1: Column 1 and 1a

### Relevant legislation

- *Local Government Act 1999 (SA)*;
- *City of Adelaide Act 1998*.

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## GLOSSARY

Throughout this document, the below terms have been used and are defined as:

- **The Act** is the *Local Government Act 1999 (SA)*
- **Community** (as defined by the *City of Adelaide Act 1998*) 'includes all people who live, work, study or conduct business in, or who visit, use or enjoy the services, facilities and public places of, the City of Adelaide'. These people may be identified as residents and voters, ratepayers, business owners, council customers, contractors and suppliers, community interest groups, agencies and hard to reach groups who have an interest in Council's decision-making and who are affected by Council decisions
- **Stakeholders** are recognised as individuals and organised groups who use the capital city; who have an interest in Council's decision-making and who are affected by Council's decisions. Business owners, retail outlets, State and Federal Governments, community groups, Local Government and not for profit organisations are all considered stakeholders. Stakeholders may also be individuals, groups or organisations who have a role to play in policy development and program or service delivery
- **Engagement** describes varying levels of participation in public consultation processes
- **Public Consultation** is a planned process of engagement where information is provided, and community and stakeholders are formally invited, as per the relevant requirements in the *Local Government Act 1999 (SA)*, to comment about matters on which Council will deliberate.

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## ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

In accordance with Council's Strategic Planning and Policy Framework, it is recommended that the policy be reviewed by Council every two years, unless there are legislative or operational changes. The next review will be undertaken in May 2021.

If the Policy requires an amendment and the proposed changes are considered significant, the Policy will be subject to public consultation as per the requirements of section 50 (5) and (6) of the Act. If an amendment is required to the Policy that is considered by Council to be of 'minor significance that would attract little (or no) community interest', Council reserves the right not to go out to public consultation as per section 50 (7) of the Act.

### Privacy policy

In accordance with the City of Adelaide Privacy Policy Council reserves the right to request names and addresses of respondents making submissions to any public consultation. To enable transparency in consultation processes to occur, all public consultation submissions received by Council will become public documents and may be included in a report to Council which is also available to the public.

**Review history:**

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2020/58461	Council	XX/05/2020	Updated to reflect requirements of the Public Access and Public Consultation Notice (No 2) 2020
ACC2019/63611	Council	19/07/2019	Definition of 'community' updated (page 3); relevant legislation and related documents updated; compliance requirements of section 122 updated; privacy provisions updated; table 1 consultation steps 3 and 16 updated;
ACC2019/63611	Council		Compliance requirements for Section 122: Strategic Management Plans added to Table 1;
ACC2019/63611	Council		'Administrative' section (page 3) updated to align with City of Adelaide Privacy Policy;
ACC2019/63611	Council		Consultation Step 3 updated to remove duplication with Step 16. Step 16 removed;
ACC2019/63611			Table 1: Column 16, Section 232: Trees has been amended to 'Submissions to be considered in decision-making under delegation (Step 13) replacing the need for 'Submissions to be considered by Council in decision-making' (Step 7)
ACC2019/63611	Council		Table 1: Column 18 (step 5) of Section 259: Councils to Develop Policies (power to make orders) is amended to indicate the minimum of period of consultation for this section is four (4) weeks.
ACC2018/99497	Council	08/05/2018	Major Review of this policy

**Contact:**

For further information contact the Marketing & Communications Program:

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 25 Pirie Street, Adelaide,  
 GPO Box 2252  
 ADELAIDE SA 5001  
 +61 8 8203 7203  
[city@cityofadelaide.com.au](mailto:city@cityofadelaide.com.au)

## Table 1: Statutory Compliance with *Local Government Act 1999 (SA)*<sup>2</sup>

### Legend:

1. Representation Review: Composition and Wards – Options Paper (Sec.12).
- 1a. Representation Review: Composition and Wards – Representation Review Paper (Sec. 12).
2. Status of Council/Change of Various Names (Sec.13).
3. Council Office: Opening Hours (Sec. 45).
4. Public Consultation Policies (Sec. 50).
5. Code of Practice: Access to Meetings and Documents (Sec. 92).
6. Strategic Management Plans (Sec. 122)
7. Annual Business Plan (Sec. 123) - consultation requirements amended – Column 7
8. Rates and Charges: Change to Basis of Rating Report (Sec. 151) - consultation requirements amended – Column 8
9. Rating: Differential Rates (Sec 156) consultation requirements amended – Column 9
10. Community Land: Exclusion from Classification (Sec. 193).
11. Community Land: Revocation of Classification (Sec. 194).
12. Community Land: Management Plans (Sec. 197).
13. Amendment or Revocation of Management Plans (Sec.198)<sup>3</sup>
14. Community Land Alienation by Lease or Licence (Sec 202)<sup>4</sup>
15. Control of Work on Roads: Public Consultation (for granting of authorisations/permits) (Sec. 223)
16. Trees (Sec. 232)<sup>5</sup>
17. Passing By-laws (Sec 249).
18. Councils to Develop Policies (power to make orders) (Sc. 259).

<sup>2</sup> The items listed require public consultation in accordance with the Act. You must refer to the relevant section of the legislation to determine the specific requirements to be met

<sup>3</sup> Public consultation is not required under Section 198(3) if the amendment has no impact or no significant impact on the community

<sup>4</sup> Public consultation is not required under Section 202 if the grant of a lease or licence is authorised in an approved management plan for the land and the term is five (5) years or less; or the regulations provide for an exemption from compliance with the public consultation policy.

<sup>5</sup> Public consultation is only required (232) if the council considers that the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area.

	Consultation steps	1	1a	2	3	4	5
1	Council will provide public notice of the options for consideration.	✓		✓	✓	✓	✓
2	Information provided on a City of Adelaide corporate website.	✓	✓		✓	✓	✓
3	Council to ensure that any documents that are legislatively required to be freely available for inspection are on public display and print versions are available to purchase for a fixed fee in the customer centre; and freely available for view and/or purchase for a fixed fee in the City's libraries and community centres as required.	✓	✓		✓	✓	✓
4	Notice published in a local newspaper circulating in the City of Adelaide.	✓	✓	✓	✓	✓	✓
5	Provide a minimum of 21 days for people to make submissions to Council (unless stated).	✓ Min 6 weeks	✓ Min 3 weeks	✓ Min 6 weeks	✓	✓ Min 1 month	✓
6	Receipt of submissions by City of Adelaide.	✓	✓	✓	✓	✓	✓
7	Submissions to be considered by Council in decision-making.	✓	✓	✓	✓	✓	✓
8	Inform public of outcome (as per relevant section).	✓	✓		✓	✓	✓
9	Public meeting (as determined by relevant section).						
10	Provide opportunity for people who may be affected to be involved.		✓	✓			
11	Provide opportunity for people to attend Council meeting or Council Committee meeting.		✓	✓			
12	Submit report and proposal/other to Minister or Government department as required.						
13	Submissions to be considered in decision-making under delegation.						
14	Council may require the applicant to carry out certain consultation(s) to notify any potentially effected community and/or stakeholders of the proposal						
15	Council may request written confirmation of the consultation undertaken by the applicant in this regards to the satisfaction of the approving officer.						

**Key: ✓ Consultation steps required**

	Consultation steps	6	7	8	9	10	11
1	Council will provide public notice of the options for consideration.	✓	✓	✓	✓	✓	✓
2	Information provided on a City of Adelaide corporate website.	✓	✓	✓	✓	✓	✓
3	Council to ensure that any documents that are legislatively required to be freely available for inspection are on public display and print versions are available to purchase for a fixed fee in the customer centre; and freely available for view and/or purchase for a fixed fee in the City's libraries and community centres as required.	✓	✓	✓	✓	✓	✓
4	Notice published in a local newspaper circulating in the City of Adelaide.	✓	✓	✓	✓	✓	✓
5	Provide a minimum of 21 days for people to make submissions to Council (unless stated).	✓ Min 6 weeks	✓	✓	✓	✓	✓
6	Receipt of submissions by City of Adelaide.	✓	✓	✓	✓	✓	✓
7	Submissions to be considered by Council in decision-making.	✓	✓	✓	✓	✓	✓
8	Inform public of outcome (as per relevant section).	✓	✓	✓	✓	✓	✓
9	Public meeting (as determined by relevant section).		TS	TS	TS		
10	Provide opportunity for people who may be affected to be involved.			✓	✓		
11	Provide opportunity for people to attend Council meeting or Council Committee meeting.						
12	Submit report and proposal/other to Minister or Government department as required.						✓
13	Submissions to be considered in decision-making under delegation.						
14	Council may require the applicant to carry out certain consultation(s) to notify any potentially effected community and/or stakeholders of the proposal						
15	Council may request written confirmation of the consultation undertaken by the applicant in this regards to the satisfaction of the approving officer.						

**Key: ✓ Consultation steps required**

**TS – This consultation step is temporarily suspended as a result of the public health declaration (Notice No 2) made by the Minister for Transport, Infrastructure and Local Government in relation to the transmission of COVID-19 on 8 April 2020.**

	Consultation steps	12	13	14	15	16	17	18
1	Council will provide public notice of the options for consideration.	✓	✓	✓	✓	✓	✓	✓
2	Information provided on a City of Adelaide corporate website.	✓	✓	✓	✓	✓	✓	✓
3	Council to ensure that any documents that are legislatively required to be freely available for inspection are on public display and print versions are available to purchase for a fixed fee in the customer centre; and freely available for view and/or purchase for a fixed fee in the City's libraries and community centres as required.	✓	✓	✓	✓	✓	✓	✓
4	Notice published in a local newspaper circulating in the City of Adelaide.	✓	✓	✓	✓	✓	✓	✓
5	Provide a minimum of 21 days for people to make submissions to Council (unless stated).	✓	✓	✓	✓	✓	✓	✓ Min 4 weeks
6	Receipt of submissions by City of Adelaide.	✓	✓	✓	✓	✓	✓	✓
7	Submissions to be considered by Council in decision-making.	✓	✓	✓			✓	✓
8	Inform public of outcome (as per relevant section).	✓	✓	✓	✓	✓	✓	✓
9	Public meeting (as determined by relevant section).							
10	Provide opportunity for people who may be affected to be involved.							
11	Provide opportunity for people to attend Council meeting or Council Committee meeting.							
12	Submit report and proposal/other to Minister or Government department as required.							
13	Submissions to be considered in decision-making under delegation.				✓	✓		
14	Council may require the applicant to carry out certain consultation(s) to notify any potentially effected community and/or stakeholders of the proposal				✓			
15	Council may request written confirmation of the consultation undertaken by the applicant in this regards to the satisfaction of the approving officer.				✓			

**Key: ✓ Consultation steps required**



# 2019-20 Quarter 3 Financial and Performance Report

**ITEM 12.3** 12/05/2020  
**Council**

2018/03947  
Public

**Approving Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## EXECUTIVE SUMMARY:

The 2019-20 Quarter 3 Financial and Performance Report summarises:

- The year to date financial performance and results for the quarter ended 31 March 2020
- The proposed changes to the Quarter 2 Budget, Long Term Financial Plan (LTFP) and variances to the budget.

The COVID-19 pandemic has seen an unprecedented change to the lives of our community and to Council's operations, businesses and services. To respond to this, Council has already developed a \$4.0m 'City Support' package and has an array of financial levers available to support decision making which are analysed in this report.

The proposed net adjustments of \$21.4m to the Quarter 2 Budget position are intended to mitigate the financial impact of COVID-19 and have been achieved through:

- Identification of savings to fund emerging priorities and offset reduced income as a result of Government restrictions as a result of COVID-19
- Variances (targeted changes) to projects, infrastructure and capital works, resulting in re-timing, re-prioritising or finalising of works
- Managing cash flow implications due to anticipated rates deferral

The impact of these net adjustments from Quarter 2 to Quarter 3 increase Council's forecasted Operating Deficit for 2019-20 from (\$18.4m) to (\$19.3m), decrease the annual funding requirement from (\$34.1m) to (\$12.7m), and borrowings decrease from (\$81.6m) to (\$73.7m). This projected level of borrowing as at 30 June 2020 is within our existing Prudential Borrowing Limits.

Council's Treasury and Cash Investment Policy is due for review later in 2020 where amendments to the Prudential Borrowing Limits will be considered to build capacity to respond to current and future opportunities.

The LTFP has been updated to incorporate the anticipated impact of COVID-19, as well as the Council resolution to reduce operating expenditure by \$20m during 2020-21. Given such a reduction in operating expenditure, Council's projected Operating Deficit position moving forward will be significantly reduced, with a small operating surplus projected from 2023-24 onwards. In addition, the updated LTFP projects that Council's borrowings will be within 10% of the current Prudential Limit. During the 2020-21 Integrated Business Plan process, the Infrastructure Program and Renewals LTFP will be brought to Council for discussion and resolution – in its current position, that will propose an additional investment required in line with the Asset Management Plans and Condition Audits being currently undertaken.

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## RECOMMENDATION

That Council:

1. Notes the 2019-20 Quarter 3 Financial and Performance Report (the report), including the proposed 2019-20 Quarter 3 Revised Forecast, Quarter 3 Treasury report update and updated Long Term Financial Plan (Attachment A to Item 5.1 on the Agenda for the meeting of the City of Adelaide Audit Committee held on 1 May 2020).
2. Approves the project, capital works, infrastructure project, major project and commercial variances as immediate measures to mitigate the financial impact of COVID-19 and the proposed revised forecast as summarised in Attachment A to Item 12.3 on the Agenda for the meeting of the Council held on 12 May 2020.



3. Notes that the Administration will continue to update Council on the financial impacts of the COVID-19 pandemic, with a discussion on the response levers and options available to Council to be scheduled for 26 May 2020.
-

## IMPLICATIONS AND FINANCIALS:

City of Adelaide 2016-2020 Strategic Plan	Strategic Alignment - Corporate Activities The deliverables and objectives set out in the Quarter 3 Revised Forecast (QF3) document are directly aligned to the delivery of year 4 of the 2016-2020 City of Adelaide Strategic Plan.
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	The quarterly review meets Council's obligations under the <i>Local Government Act 1999</i> and <i>Local Government (Financial Management) Regulations 2011</i> . Attachment A provides the revised Prudential Borrowing Ratios based on the proposed Quarter 3 Revised Forecast adjustments.
Opportunities	Not as a result of this report
19/20 Budget Allocation	Adjustments to the 2019-20 Budget are detailed throughout the Report and <b>Attachment A</b> .
Proposed 20/21 Budget Allocation	Proposed re-timing of projects from 2019-20 of \$16.3m into 2020-21 as summarised in <b>Attachment A</b> .
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
19/20 Budget Reconsideration (if applicable)	Yes. Refer Attachment A. The forecasted Operating Deficit for 2019-20 increases from (\$18.4m) to (\$19.3m). The annual net funding requirement for 2019-20 is forecast to decrease from (\$34.1m) to (\$12.7m).
Ongoing Costs (e.g. maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

# DISCUSSION

## Financial Result for the quarter

1. The financial result for the year to date as at 31 March 2020 is a net funding deficit of (\$4.0m) including subsidiaries which is \$13.3m favourable to budget, primarily due to favourable variances in projects. All variances have been reviewed and where possible included in the overall savings as part of the Administration's COVID-19 response.

## COVID-19

2. COVID-19 has had a major impact on Council's finances and **Attachment A** to this report provides an analysis of three key levers for Council to consider:
  - 2.1. Building Capacity through *borrowings* and increasing the prudential borrowing limit
  - 2.2. Supporting our community and future growth through *rates*
  - 2.3. Achieving flexibility with *asset renewals*
3. In responding to the current environment and the impact of COVID-19, there are a number of other financial response levers for Council to investigate using, to which the Administration has already commenced preparatory actioning:
  - 3.1. Pause / Defer Strategic Enhancements and Asset Renewals: A range of capital works and infrastructure have been restructured in response.
  - 3.2. Advocate for Government funding for Priority Infrastructure and Stimulus Projects: Working with our partners differently and in new ways, including pro-active advocacy of City priorities to Governments for grant funding continues as part of BAU
  - 3.3. Realise potential of non/underperforming assets and reinvest in performing and demand driving assets: Options presented separately to Council as part of the Strategic Property Review

## Proposed Adjustments / savings

4. A comprehensive review of Council's 2019-20 budget has been undertaken by the Administration in response to the significant financial impact of COVID-19, resulting in proposed net adjustments for Quarter 3 that total \$21.4m, including for subsidiaries.
  - \$3.5m Savings across operations
  - \$30.9m Project savings have been made by either re-timing, finalising at the current point of delivery, not proceeding, reducing scope or re-prioritising
  - (\$3.7m) Delivery of a City Support Package
  - (\$9.4m) Income impact (\$11.9m) offset by savings \$2.5m
  - \$0.1m Subsidiary operational impact (\$0.6m) offset by savings in capital works \$0.7m.
5. The list of all proposed adjustments and definition of treatments is provided in **Attachment A** (*quarter changes*)

## Proposed Revised Quarter 3 Forecast

6. The Operating Deficit at the end of the 2019-20 financial year are projected to increase from (\$18.4m) as at Quarter 2 to (\$19.3m).
7. The Work in Progress (WIP) write-off has decreased from (\$13.7m) at Quarter 2 to (\$5.5m), due to the transfer of recognised non-capitalisable projects into operations \$4.5m and proposed timing adjustments to Capital Program \$3.7m.
8. The 2019-20 overall funding requirement (Uniform Presentation of Finances) is forecast to decrease from (\$34.1m) as projected at Quarter 2 to (\$12.7m).
9. Council's borrowings (debt) projected as at 30 June 2020 is \$73.7m, being a decrease of \$7.9m when compared to the Quarter 2 projection of \$81.6m.
10. The Revised Financial Statements are included as an Appendix to **Attachment A**

## Treasury Report

11. As per the requirements set out in the Treasury and Cash Investment Policy, the borrowing and cash investment performance for as at 31 March 2020 is reported below
12. Borrowings as at 31 March 2020 were \$37.4m

Borrowings Facility	Available	Interest Type	Interest Rate	Borrowing(s) Amount as at 31 March 2020	Change since previous report	Maturity Date	CAD Interest Rate
LGFA CAD 554	\$30m	Variable	1.50%	\$30m	(\$0.0m)	16/12/2023	1.50%
LGFA CAD 555	\$70m	Variable	1.50%	\$7.4m	(\$8.5m)	15/06/2033	1.50%

\* Note CAD facilities are flexible and allows Council to convert all or part of it into a fixed rate interest only loan for a maximum of 5 years.

13. The Prudential Limits as at 31 March 2020 based on borrowings of \$37.4m are below:

Prudential Limit Ratio	Comments	Limits	YTD Actual to Mar-20
<b>Debt Service Coverage Ratio</b>	The number of times Council's annual 'Amount Available for Projects' can service annual principle and interest commitments.	Min 5 times	18.9 times
<b>Leverage Test</b>	Total borrowings expressed as a multiple of the annual 'Amount Available for Projects'.	Max 1.5 years	0.7 years
<b>Asset Test</b>	The percentage of total borrowings to Council's saleable property assets.	Max 25%	10.5%

14. Interest Income / (Expenditure) against the Quarter 2 budget is a net favourable year to date variance of \$0.6m

Interest	Quarter Jan - Mar		Mar YTD		Annual	Administration Comments
	Actual	Budget	Actual	Budget	Budget	
<b>Revenue</b>	\$4,659	\$8,649	\$16,623	\$27,150	\$35,800	Interest revenue consists of interest earned on operating monies held in the NAB operating account.
<b>Expense</b>	(\$217,655)	(\$490,761)	(\$692,930)	(\$1,300,279)	(\$1,791,000)	Interest expense consist of LGFA CAD facility.

### Long Term Financial Plan and Financial Statements

- A range of financial indicators have been included in **Attachment A** (*financial indicators and performance*) to support Council's strategic decision making by comparing the financial sustainability, asset sustainability, liquidity and capacity to respond in the context of the LTFP.
- Financial statements and the (10 year) LTFP are provided in detail as an Appendix to **Attachment A** and show the proposed borrowings, operating deficit and baseline changes into 2019-20 and beyond based on the proposed Quarter 3 Revised Forecast adjustments.
- During the 2020-21 Integrated Business Plan process the Infrastructure Program and Renewals LTFP will be brought to Council which will indicate an additional investment required in line with the Asset Management Plans and Condition Audits being undertaken at present.

### Rates

- Fourth quarter rate notices for the 2019-20 financial year will be due for payment by 1 June 2020.
- The following measures have been implemented to assist City of Adelaide ratepayers:
  - Payment plans where ratepayers can elect to pay their rates weekly, fortnightly or monthly based on an agreed amount that suits their budget
  - Financial hardship assistance for residential and commercial ratepayers (online form)
  - Ratepayers can postpone payment of the fourth quarter rates for three (3) months until 31 August 2020
  - No fines or interest to be charged on any fourth quarter outstanding rates until 31 August 2020
  - Fines and interest to be temporarily paused on all existing outstanding rates until 31 August 2020
  - No new debt recovery action to be instigated for any business that enters into a financial arrangement with Council (including any pre-existing debt)

### Next steps

- Revise Council's Treasury and Cash Investment Policy including for prudential limits.
- Utilisation of special discretionary rebate to provide assistance to rate payers of approximately \$2.1m.
- Discussions with the State Government continue regarding re-aligning delivery of the Annual Business Plan and Budget (legislative change required).

23. Council will develop its next budget (2020-21) over the coming months and an understanding of the position we are in now will help in developing a clear, well planned budget.
  24. Further discussions and workshops will be held with Council over the coming months to plan in detail which financial levers it wishes to use to respond to the impacts of COVID-19.
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## ATTACHMENTS

**Attachment A** – City of Adelaide 2019 – 2020 Quarter Three Financial and Performance Report

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- END OF REPORT -

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# City of Adelaide 2019 – 2020 Quarter Three Financial and Performance Report

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**May 2020**

Prepared for the City of Adelaide  
by Strategic Finance and Performance

# Executive Summary

## Quarterly update

Council's financial performance this quarter has been influenced by the impact of COVID-19 and the resulting mitigating measures taken by administration to ensure continued financial sustainability, community and business support.

### Loss of (net) income

Following the introduction of government social distancing restrictions, three Council businesses were forced to temporarily close (Aquatic Centre, Golf Course and Town Hall). These restrictions also impacted on events in the Park Lands, the demand for parking and other income streams.

### Support

In March 2020 Council adopted measures to support our community and businesses, including an unbudgeted cost of \$4 million for the 'City Support' package

### Cashflow

By the end of this quarter the continued spread of COVID-19 had started to impact Council's cashflow. While the challenges faced this quarter were minimal on cashflow, it is anticipated that this will increase in quarter four.

Council has already received requests for rates support and the potential impact on cash flow is currently unknown, although a forecasted position has been incorporated.

### Savings

Actions taken to reduce the impact on our finances have included almost \$37 million in savings for the 2019 – 2020 budget. This has been achieved by reprioritising, reducing, retiming or stopping identified projects, operations and capital works.

## Current environment

2019-2020 was the final budget for the 2016 – 2020 Strategic Plan of Council, delivering services, projects, infrastructure and capital works across the key themes of Smart, Liveable, Green and Creative.

As part of the 2019-2020 budget, key highlights included further greening of City streets, progressing the Central Market Arcade redevelopment, significant infrastructure, capital works and renewals investments, continuation of 10 Gigabit Adelaide and strategic partnerships to further the City's economy and vibrancy.

### COVID-19

In January 2020 the world learned of a new strain of coronavirus (COVID-19) which has since become a global pandemic. The repercussions of this virus have impacted every corner of our community and our economy, forcing our residents and businesses to live and work differently. The City of Adelaide has not been immune to the impacts of this pandemic, which has resulted in ongoing losses of income, increased community support and challenges in delivering our services, projects and infrastructure.

## This attachment contains three components:

1. Quarterly Financial Update
2. COVID-19 response scenarios
3. Appendices (financial statements)

# Executive Summary

## Net adjustments of \$21.4m in response to the significant impact of COVID-19

### City Support Package (\$3.7m) including

- Rent relief for tenants in Council owned properties (\$1.7m)
- Rent relief for Central Market tenants (\$1.0m)
- Levy relief Rundle Mall (\$1.0m)

### Income including Commercial – (\$9.4m) impact

- Commercial Businesses and Town Hall (\$5.5m) net reduction
- Parking on-street and expiations (\$4.2m) net reduction
- Business Centre \$0.3m increase

### Immediate action taken to free up cashflow and reduce operational expenditure to June 2020:

#### Operations - \$3.5m in savings

- Contractors, consultants, legal expenditure, audits, cash collection and merchant fees and marketing
- Staffing (Training and Development, reduced overtime, temporary labour, apprentices and trainees)

#### Projects - \$5.4m in savings

- Retimed \$2.4m
- Finalised \$1.1m
- Not proceeding \$0.3m
- Scope reduced this financial year \$1.0m
- Reprioritise \$0.4m
- Completed, savings \$0.3m

#### Capital Works - \$25.5m in savings

- Retimed \$13.9m
- Reprioritise \$6.9m
- Finalised, net savings \$4.7m

#### Subsidiaries – \$0.1m savings

## Glossary

**Asset Sustainability Ratio:** Expenditure on asset renewals as a percentage of forecast required expenditure in the asset management plans

**Asset Test Ratio:** Borrowings as a percentage of total saleable property assets

**Completed Projects:** Completed with savings

**Debt Service Coverage:** Number of times the funding surplus from Operations can fund annual debt (principle and interest) repayments

**Finalised Projects:** Have been wound up at the current point of delivery, remaining expenditure has been forfeited resulting in savings or Projects require extra funds to finalise and close out

**Leverage Test Ratio (current):** Total borrowings relative to the funding surplus from Operations

**Leverage Test Ratio (proposed):** Total borrowings relative to rates revenue (less NRM levy)

**Interest Expense Ratio:** Proportion of Council's general rate income that is being used to service debt (interest)

**Liquidity:** Measure of the Council's ability to cover its immediate and short-term debts and obligations

**Net Financial Liabilities:** Financial liabilities as a percentage of operating surplus

**Operating Surplus Ratio:** Operating surplus as a percentage of operating revenue

**Projects not proceeding:** Will not proceed given financial restrictions

**Projects with scope reduced:** Proceeding with reduced scope / outcomes, resulting in part savings

**Re-prioritised Projects:** Deferred from this financial year. Timing of delivery is risk based and can be managed subject to future budget approval

**Re-timed Projects:** Commitments exist to deliver the project, however Council controls construction timeframes

**Uniform Presentation Finances:** Annual funding requirement to cover spend on operations and capital

**Work in Progress (WIP):** An unfinished project that has not yet been capitalised to our asset register

**WIP write off:** A portion of an unfinished project which cannot be capitalised and will be expensed once the project is capitalised



# Quarter Changes

## project variances

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Asset Management Transformation Program	3,204	442
Ten Gigabit Milestone Payments	7,000	2,000
<b>Total</b>		<b>2,442</b>
<b>Finalised</b>		
City Activation - across multi areas	900	250
88 O'Connell site activation	437	160
Waste Strategy and Policy	200	144
City and Corporation Brand	199	90
International Relations	419	80
Business Activation and Support	151	63
Adelaide Living	80	50
Social Infrastructure Audit	55	40
Adelaide Design Manual Greening	50	38
Safer City Policy implementation	50	35
Visitor Economy	180	30
Sustainable Events	230	24
Business Engagement	200	20
Adelaide Leaders	25	17
Reconciliation Action Plan Park Lands	83	15
Welcome China	79	15
<b>Total</b>		<b>1,071</b>
<b>Not proceeding</b>		
Finance System Upgrade	119	119
Cultural Entrepreneurs	50	50
Property Leasing Investigations	50	50
Mainstreet Historic Façade Improvement Scheme	40	40
Digitisation of Plans	30	30
<b>Total</b>		<b>289</b>

Variances to projects resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$2.4m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Finalised (\$1.1m in savings)**  
These projects have been wound up at the current point of delivery, remaining expenditure has been forfeited resulting in savings
- **Not proceeding (\$0.3m in savings)**  
These projects will not proceed given financial restrictions

# Quarter Changes

## project variances

\$'000	QF2 Budget	adjustment
<b>Scope reduced</b>		
Efficiency & Service Reviews	661	210
Hutt Street Activation	210	190
Park Lands Services	270	172
Strategic Partnership - Don Dunstan Foundation	313	105
Transport and Movement Strategy	200	73
Entrepreneur Support	277	55
Anzac Day	63	55
Representation Review	50	40
Climate Change Action Initiative Fund	1,646	25
Noise Management	39	18
Investment Attraction	281	15
<b>Total</b>		<b>958</b>
<b>Re-prioritised</b>		
Melbourne, O'Connell & Hutt Streets Masterplan	370	232
China Town and Market District Safety	50	50
Shop Front Improvements	50	50
Umbrella Winter Festival	40	40
Welcoming City Places & Spaces	25	25
Torrens Lake Weir Designs	25	16
<b>Total</b>		<b>413</b>
<b>Completed</b>		
Strategic Property Investigations	100	96
2020-2024 Strategic Plan	150	50
Accounts Payable Scanning	43	43
Property Valuation Software	172	40
Waste Transition	99	31
<b>Total</b>		<b>260</b>

Variances to projects resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Scope reduced (\$1.0m in savings)**  
These projects are proceeding with reduced scope / outcomes, resulting in part savings on the project
- **Re-prioritised (\$0.4m in savings)**  
These projects can be deferred from this financial year. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Completed (\$0.3m in savings)**  
These projects have been completed in 2019/2020 FY with savings

# Quarter Changes

## capital works variances

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Prior Year Projects	988	264
Minor Changes	212	20
<b>Total</b>		<b>284</b>
<b>Finalised</b>		
Prior Year Projects	988	18
<b>Total</b>		<b>18</b>

Variances to capital works, and commercial opportunities resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$0.3m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Finalised (\$0.0m in savings)**  
Projects have been either completed with savings or are no longer proceeding

# Quarter Changes

## infrastructure project variances (*streets*)

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Hindley Street	232	231
Decorative Lighting Program	131	98
Union Street	1,171	882
Grote Street (Morphett St to West Tce)	1,505	1,728
Whitmore Square Safety Improvements	800	710
City Greening	200	131
Paxton's Walk and Vaughan Place	140	30
<b>Total</b>		<b>3,810</b>
<b>Re-prioritised</b>		
Jeffcott Street	2,573	1,866
Angas Street	717	343
Black Spot Funding	301	295
Minor Changes	20	15
<b>Total</b>		<b>2,520</b>
<b>Finalised</b>		
Prior Year Projects	1,865	59
Union Street	1,171	245
Chesser Street Arbour	415	308
Grote Street (Morphett St to West Tce)	1,505	(272)
Hutt Street	150	50
Wakefield Street	37	30
Angas Street	717	150
Wright Court and Field Street	693	328
Black Spot Funding	301	(1)
North Terrace West footpath	85	(18)
Paxton's Walk and Vaughan Place	140	40
<b>Total</b>		<b>919</b>

Variances to infrastructure (streets) resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$3.8m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Re-prioritised (\$2.5m in savings)**  
These projects can be deferred from this financial year. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Finalised (\$0.9m in savings)**  
Projects have been either completed with savings or are no longer proceeding

# Quarter Changes

## infrastructure project variances (*Park Lands*)

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Place of Reflection	150	148
Wattle Grove War Memorial	50	43
Events Infrastructure Rundle Park	935	567
<b>Total</b>		<b>759</b>
<b>Finalised</b>		
South Park Lands Creek Rehabilitation Works	810	12
Park 25 Minor improvements	14	(260)*
Peace Park/Town Clerk's Walk	388	(85)*
Community and Recreation Design Projects	100	100
Minor Changes	10	(3)*
<b>Total</b>		<b>(236)</b>

Variances to infrastructure (Park Lands) resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$0.8m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Finalised (\$0.2m request for extra funds)**  
Projects have been either completed with savings or are no longer proceeding;  
*or*  
\*(Projects require extra funds to finalise and close out)

# Quarter Changes

## infrastructure project variances (*city works*)

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Transport	7,636	712
Lighting & Electrical	1,494	704
Water Infrastructure	2,241	80
Urban Elements	588	30
Design & Asset Management Services	67	51
<b>Total</b>		<b>1,579</b>
<b>Re-prioritised</b>		
Transport	7,636	2,093
Traffic Signal	1,133	1,016
Lighting & Electrical	1,494	189
Water Infrastructure	2,241	15
Urban Elements	588	141
Design & Asset Management Services	67	46
<b>Total</b>		<b>3,499</b>
<b>Finalised</b>		
Transport	7,636	302
Traffic Signal	1,133	(1,246)
Bridges	360	77
Lighting & Electrical	1,494	(559)
Water Infrastructure	2,241	1,132
Urban Elements	588	42
Park Lands & Streetscape Renewal	1,070	158
Design & Asset Management Services	67	12
<b>Total</b>		<b>(84)</b>

Variances to infrastructure (city works) resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$1.6m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Re-prioritised (\$3.5m in savings)**  
These projects can be deferred from this financial year. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Finalised (\$0.1m in request for extra funds)**  
Projects have been either completed with savings or are no longer proceeding;  
or  
\*(Projects require extra funds to finalise and close out)

# Quarter Changes

## infrastructure project variances (*buildings*)

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Colonel Light Centre Renewals	700	423
UPark Buildings - Rundle UPark	3,500	3,378
<b>Total</b>		<b>3,810</b>
<b>Re-prioritised</b>		
Methodist Meeting Hall	50	50
Public Conveniences	350	80
Town Hall	350	49
<b>Total</b>		<b>180</b>
<b>Finalised</b>		
Prior Year Projects	866	4
Adelaide Aquatic Centre Renewals	80	37
Building Renewal and Compliance Program	1,250	989
Minor Changes	15	(12)
<b>Total</b>		<b>1,017</b>

## infrastructure project variances (*plant, fleet and equipment*)

\$'000	QF2 Budget	adjustment
<b>Finalised</b>		
Plant, fleet and equipment	1,585	64
<b>Total</b>		<b>64</b>

Variances to infrastructure (buildings and plant, fleet and equipment) resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$3.8m in savings)**  
Commitments exist to deliver, however Council controls construction timeframes
- **Re-prioritised (\$0.2m in savings)**  
These projects can be deferred from this financial year. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Finalised (\$1.1m in savings)**  
Projects have been either completed with savings or are no longer proceeding

# Quarter Changes

## major project variances

\$'000	QF2 Budget	adjustment
<b>Re-timed</b>		
Smart City - Off Street	525	314
Market to Riverbank	1,645	1,452*
Pelzer Park/Pityarilla (Park 19) Enhancement	236	35*
City of Adelaide Bikeways - North-South	2,515	1,249*
City of Adelaide Bikeways - East-West	0	(6)*
City of Adelaide Bikeways - Share scheme	270	270*
Josie Agius Park/Wikaparntu Wirra (Park 22)	26	25^
City Skate Park	793	629^
Quentin Kenihan Inclusive Playspace	285	112^
<b>Total</b>		<b>4,079</b>

\* 50% of budget includes income from State Government funding  
 ^ 100% of budget includes income from State Government funding

<b>Re-prioritised</b>		
North Terrace Public Realm Upgrade	4,295	120
<b>Total</b>		<b>120</b>
<b>Finalised</b>		
North Terrace Public Realm Upgrade	4,295	3,500
<b>Total</b>		<b>3,500</b>

## commercial variances

\$'000	QF2 Budget	adjustment
<b>Finalised</b>		
Gawler UPark Façade	3,349	1,911
<b>Total</b>		<b>1,911</b>

Variances to major projects resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-timed (\$4.1m in savings)**  
 Commitments exist to deliver, however Council controls construction timeframes
- **Re-prioritised (\$0.1m in savings)**  
 These projects can be deferred from this financial year. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Finalised (\$3.5m in savings)**  
 Projects have been either completed with savings or are no longer proceeding



# Quarter Changes

## Adelaide Central Market Authority

\$'000	QF2 Budget	adjustment
<b>Re-prioritise</b>		
Stall Mezzanine (Safety Renewal)	800	323*
Grote Street Lift	-	(133)
WiFi	-	(50)
Gas Heating Dining	-	(140)
<b>Total</b>		<b>0</b>
<b>Finalised</b>		
Fire & Services Systems (tanks)	787	476
Gouger Lift	55	50
Main Switch Board (MSB) replacement	341	149
Minor Changes	708	32
<b>Total</b>		<b>707</b>

Variances to the Adelaide Central Market Authority resulting in savings to support Council's response to the impact of COVID-19.

**Council approval is sought for these changes.**

- **Re-prioritised (\$0m impact)**  
\*This project has been deferred from this financial year with funds distributed to support emerging priorities. Timing of delivery is risk based and can be managed *subject to future budget approval*
- **Finalised (\$0.7m in savings)**  
Projects have been either completed with savings or are no longer proceeding

# Quarter Performance

year to date actual and revised forecast

## Year to Date

The year to date net funding deficit is (\$4.0m) which is \$13.3m favourable to budget. Key insights:

- **General Operations \$2.4m favourable** primarily due to resource costs \$0.7m, consultant fees \$0.3m, interest expense \$0.3m, legal fees \$0.3m and training \$0.2m
- **Business Operations (\$0.4m) unfavourable** primarily due to favourable variances in Property \$0.4m and Golf Course \$0.1m, offset by the business operations target (\$0.8m) and UPark (\$0.1m)
- **Projects \$4.1m favourable including \$3m of savings** proposed for QF3 with money retained for the Small Business Task Force and Community Grants
- **Infrastructure Program \$3.3m favourable** due to favourable variances in the delivery of projects including Streets \$1.0m, Buildings \$0.6m and IM Projects \$0.4m
- **Major Projects \$1.2m favourable** due to timing variances in the delivery of projects including the Gawler Place Development \$0.4m (in part Public Art delivery), the Smart Parking projects \$0.5m and Bikeways \$0.2m
- **Commercial Opportunities \$1.9m favourable** primarily due to timing of project expenditure related to Ten Gigabit Adelaide and Gawler Place UPark Facade
- **Subsidiaries \$0.8m favourable** due to timing in Adelaide Central Market Authority (ACMA) capital projects

## Revised Forecast

The proposed net adjustments decrease the forecast funding deficit by \$21.4m from (\$34.1m) to (\$12.7m). Key insights:

- **General Operations (\$2.5m)** due to a reduction in net income of (\$4.1m), COVID-19 relief support package (\$2.0m), offset by \$3.5m in savings
- **Business Operations (\$7.0m)** due to a reduction in income of (\$6.8m) and rent relief for tenants (\$1.7m) offset by savings of \$1.5m
- **Projects \$3.6m of savings and retiming** across all programs
- **Infrastructure Program \$17.8m of savings** retiming, re-prioritising and savings across various projects
- **Major Projects \$5.4m** due to net carry forwards for Bikeways \$0.8m, Market to Riverbank \$0.6m and Smart City Off Street \$0.3m and savings in North Terrace Public Realm Upgrade of \$3.5m
- **Commercial Opportunities \$4.1m of savings** including \$2.0m carry forward of final payment for Ten Gigabit and \$1.9m carry forward for Gawler Place UPark Facade.

The forecast borrowings at 30 June 2020 have decreased to (\$73.7m) from (\$81.6m), a favourable adjustment of \$7.9m. This forecast includes rates and debtor deferral of (\$14.5m)

The forecast operating deficit has increased to (\$19.3m) from (\$18.4m)

# Quarter Performance

year to date actual and revised forecast

\$'m	Year to Date			Revised Forecast		
	Actual	Budget (QF2)	Variance	Full Year 2019 - 20 Budget (QF2)	Proposed 2019 – 20 Budget (QF3)	Variance (from QF2 to QF3)
General Operations	26.9	24.5	2.4	37.0	34.5	(2.5)
Business Operations	18.9	19.2	(0.4)	25.4	18.4	(7.0)
<b>Funding available for projects</b>	<b>45.8</b>	<b>43.7</b>	<b>2.1</b>	<b>62.4</b>	<b>52.9</b>	<b>(9.5)</b>
Projects	(13.3)	(17.4)	4.1	(22.7)	(20.0)	3.6
Infrastructure and renewals	(19.0)	(22.2)	3.3	(47.7)	(29.2)	17.8
<b>Projects, Infrastructure and renewals</b>	<b>(32.2)</b>	<b>(39.6)</b>	<b>7.3</b>	<b>(70.4)</b>	<b>(49.2)</b>	<b>21.4</b>
<b>Underlying surplus / (deficit)</b>	<b>13.6</b>	<b>4.2</b>	<b>9.4</b>	<b>(8.0)</b>	<b>3.7</b>	<b>11.9</b>
<b>Major Projects</b>	<b>(8.1)</b>	<b>(9.2)</b>	<b>1.2</b>	<b>(14.3)</b>	<b>(8.6)</b>	<b>5.4</b>
<b>Commercial Opportunities</b>	<b>(7.3)</b>	<b>(9.2)</b>	<b>1.9</b>	<b>(7.0)</b>	<b>(2.9)</b>	<b>4.1</b>
<b>City of Adelaide surplus / (deficit)</b>	<b>(1.8)</b>	<b>(14.3)</b>	<b>12.5</b>	<b>(29.2)</b>	<b>(7.9)</b>	<b>21.4</b>
<b>Subsidiaries</b>	<b>(2.2)</b>	<b>(3.0)</b>	<b>0.8</b>	<b>(4.9)</b>	<b>(4.8)</b>	<b>(0.1)</b>
<b>Net Surplus / (deficit)</b>	<b>(4.0)</b>	<b>(17.3)</b>	<b>13.3</b>	<b>(34.1)</b>	<b>(12.7)</b>	<b>21.4</b>

This table compares the 2019-20 Year to Date actual performance compared to the Quarter 2 Revised Forecast and provides an update forecast for Quarter 3 with comparison (variance) to Quarter 2.

# Quarter Performance

## financial indicators and performance

### Dashboard

The table below provides information about the key indicators of the Council's financial performance and financial position. A range of financial indicators have been included to support Council's strategic decision making by comparing the financial sustainability, asset sustainability, liquidity and capacity to respond in the context of the Long Term Financial Plan (which is provided as Appendix A)

2019-20 QF3	2020-21 Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>Borrowings (\$'m)</b> (Total borrowings) Target: Prudential Limits										
73,656	76,678	79,066	84,422	48,234	14,552	-	-	-	19,180	46,359
<b>Operating Surplus</b> (Funding surplus/(deficit)) Target: Financial sustainability										
(19,287)	(21,079)	(1,953)	(234)	2,191	9,677	10,120	17,160	11,344	17,886	13,556
<b>Operating Surplus Ratio</b> (Operating surplus as a percentage of operating revenue) Target: 0%-20%										
-10%	-11%	-1%	0%	1%	4%	4%	7%	5%	7%	5%
<b>Net Financial Liabilities</b> (Financial liabilities and a percentage of operating surplus) Target: Less than 80%										
42%	60%	58%	58%	39%	19%	11%	2%	8%	19%	29%
<b>Asset Sustainability Ratio</b> (Expenditure on asset renewals as a % of forecast required expenditure in the asset management plans) Target: 90%-110%										
43%	45%	95%	95%	95%	95%	95%	95%	100%	100%	100%
<b>Asset Test Ratio</b> (Borrowings as a percentage of total saleable property assets) Target: Maximum 25%										
21%	22%	22%	23%	13%	4%	0%	0%	0%	5%	11%
<b>Debt Service Coverage</b> (Number of times the funding surplus from general and commercial operations can fund annual principle and interest repayments)   Target: Minimum 5 times										
11.7	10.0	12.4	12.2	15.6	36.4	164.9	-	-	137.3	41.2
<b>Leverage Test Ratio</b> (Total borrowings relative to the funding surplus from general and commercial operations)   Target: Maximum 1.5 years										
1.4	1.3	1.1	1.1	0.6	0.2	-	-	-	0.2	0.4

# Quarter Performance

## financial indicators and performance

### Local Government Indicators

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia

### Operating Surplus Ratio (Operating surplus as a percentage of operating revenue)

Target: 0%-20%

-10%	-11%	-1%	0%	1%	4%	4%	7%	5%	7%	5%
2019-20 QF3	2020-21 Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30

This indicator represents the percentage by which the major controllable revenue source varies from day to day operating expenses. Financial sustainability is indicated where a council consistently achieves operating surpluses and has soundly based projections showing it can continue to do so in the future, having regard to asset management and the service level needs of its community.

**Target:** The Local Government Act target is to achieve an average operating surplus ratio between 0% and 15% over any five-year period. However, as a capital city council, the City of Adelaide has significant responsibilities in improving its public realm, and as such considers that an average operating surplus ratio between 0% and 20%, over any five-year period, is a more appropriate target.

**Analysis:** The 2019-20 and 2020-21 financial years are forecasted to fall outside the target range, partially as a result of reduced income from COVID-19. Council's response to remediate is to reduce operating expenditure by \$20m in the 2020-21 Financial Year. This ongoing saving improves the ratio and overtime operating surpluses are generated to reduce borrowings and reinvest.

### Net Financial Liabilities (Financial liabilities and a percentage of operating surplus)

Target: Less than 80%

42%	60%	58%	58%	39%	19%	11%	2%	8%	19%	29%
2019-20 QF3	2020-21 Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30

This indicator represents the significance of the net amount owed compared with operating revenue. It measures the extent to which Council is managing its debt and highlights that borrowings are often an effective means of financial sustainability, rather than trying to fund all assets and services from operating income. A steady ratio means council is balancing the need to borrow against their affordability of debt. An excessive ratio means Council is borrowing beyond their means and cannot generate the income required to service assets and operations.

**Target:** The target for Net Financial Liabilities should normally be greater than zero. If not, then it implies that a council is willing to place a higher priority on accumulated financial assets than applying funds generated from ratepayers to the provision of services and/or infrastructure renewal. The target set by City of Adelaide is that liabilities as a percentage of total operating revenue will not exceed 80%.

**Analysis:** City of Adelaide's net financial liabilities are within the prescribed target.

# Quarter Performance

## financial indicators and performance

**Asset Sustainability Ratio** (Expenditure on asset renewals as a % of forecast required expenditure in the asset management plans)

Target: 90%-110%

43%	45%	95%	95%	95%	95%	95%	95%	100%	100%	100%
2019-20 QF3	2020-21 Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30

This indicator expresses expenditure on asset renewals as a percentage of the projected funding required for asset renewal. It illustrates whether existing assets are being replaced or renewed at the rate they are being consumed and ensures consistent service delivery as determined by the Asset Management Plans (AMPs).

**Target:** A lower ratio suggests that Council is not maintaining assets and infrastructure in order to optimize asset lives. A higher ratio suggests that Council is replacing assets earlier than needed. Council has adopted a target ratio between 90% and 110%. The City of Adelaide is currently reviewing Infrastructure and Asset Management Plans including asset service levels, taking into account community needs, population density/growth impacts and asset management principles.

**Analysis:** The ratios provided are based on the Infrastructure Long Term Financial Plan which is based on a like for like renewal basis with very limited new/upgrade considerations. As a result, the levels of service are held consistent with replacing existing assets.

As an outcome of COVID-19 the 2019-20 quarter 4 Infrastructure program has been reprioritised and has formed the basis of the 2020-21 program. As a result the sustainability ratio falls below that target range for 2020-21 and is considered acceptable as the LTFP takes a longer term view on asset replacement to ensure it does not interfere with cash flow over the life of the plan.

# Quarter Performance

## financial indicators and performance

### Treasury Report indicators

The Treasury and Cash Investment Policy sets the risk appetite of Council and the amount of borrowing it can sustain as defined by the Prudential Borrowing Limits, as calculated in the following 3 ratios

#### Asset Test Ratio (Borrowings as a percentage of total saleable property assets)

Target: Maximum 25%

21%	22%	22%	23%	13%	4%	0%	0%	0%	5%	11%
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#### Debt Service Coverage (Number of times the funding surplus from general and commercial operations can fund annual principle and interest repayments) | Target: Minimum 5 times

11.7	10.0	12.4	12.2	15.6	36.4	164.9	-	-	137.3	41.2
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#### Leverage Test Ratio (Total borrowings relative to the funding surplus from general and commercial operations) |

Target: Maximum 1.5 years

1.4	1.3	1.1	1.1	0.6	0.2	-	-	-	0.2	0.4
2019-20 QF3	2020-21 Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30

The Prudential limits are breached when one of the ratios fall outside of the targets stipulated in the Treasury and Cash Investment Policy. The breach must be reported with remediation actions to the CEO immediately and reported quarterly within the borrowing and cash investment performance report.

Borrowings will be within 10% of the Prudential limits from 2019-20 through to 2022-23 inclusive. A number of actions are being undertaken in order to bring the borrowing limits within the target ranges and include reducing Operations by \$20 million from 2020-21, and reprioritising the Infrastructure Program over 2019-20 and 2020-21. In addition the cash flow is being monitored daily by Administration.

# Quarter Summary

## end of quarter and next steps

### End of quarter

COVID-19 has had a major impact on Council's finances and an array of measures have been proposed for Council to mitigate these impacts.

The variances shown in this document require Council approval and are summarised as:

#### Adjustments:

Operations:	(\$9.5) million
Projects:	\$3.6 million
Infrastructure & Renewals:	\$17.8 million
Major Projects:	\$5.4 million
Commercial Opportunities:	\$4.1 million
ACMA	\$0.1 million

To support these decisions, available at the end of this document are:

- Appendix A – Budgeted Financial Statements
- Appendix B – Long Term Financial Plan (year to date)

### Next steps

Council will need to continue to be flexible and proactive in its response to the impacts of COVID-19.

The next section will provide further detail on the levers to:

- Build capacity
- Support our community and future growth
- Achieve flexibility with asset renewals



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# COVID-19 Response

levers and  
options

Item 12.3 - Attachment A

# COVID-19 response borrowings

## Increase of borrowings to build capacity

### Mechanisms available to Council to use:

The level of overall borrowing that Council can sustain will take into account the following:

- strategic planning for the future of the Council;
- current and estimated future revenues;
- opportunities to leverage external grant funding;
- inter-generational equity;
- current and future funding needs for both operating and capital expenditures; and
- the 'risk appetite' of Council, as defined by Council's prudential limits

### Relevant policy changes required:

The Treasury and Cash Investment Policy determines the Prudential Borrowing Limits. This is due for review in 2020 and is proposed to be amended as follows:

#### Interest Expense Ratio

(to replace debt coverage ratio)

**Purpose:** This ratio measures the affordability of Council's debt and articulates the proportion of Council's general rate income that is being used to service debt. The ratio is consistent with the Local Government Financing Authority (LGFA) calculation.

**Target:** The proposed target is a maximum of 10%. It indicates Council's ability to afford the level of debt, as well as continue current levels of service.

**Calculation:** Interest Expense net of Interest income / Rates Revenue (less NRM levy)

*(Relevant policy changes required continued)*

#### Asset Test Ratio (adjusted)

**Current Target:** Maximum 25% of Saleable Assets

**Proposed Target:** Maximum 50% Saleable Assets

#### Leverage Test (adjusted)

**Current Calculation:** Borrowings / "funds available for Project and Infrastructure"

**Proposed Target:** Borrowings / Rates revenue (less NRM levy)

### Analysis of what potential changes mean:

The proposed amendments to the Policy will build capacity to respond to current and future opportunities through increasing the prudential borrowing limit.

Current Prudential Limit	2019-20 QF3	2020-21 Budget	2021-22
Asset Test Ratio	21%	22%	22%
Debt Service Coverage	11.7	10.0	12.4
Leverage Test Ratio	1.4	1.3	1.1

Proposed Prudential limits	2019-20 QF3	2020-21 Budget	2021-22
Asset Test Ratio	21%	22%	22%
Interest Expense Ratio	0.92%	1.49%	1.37%
Leverage Test Ratio	0.6	0.7	0.6

**If Council choose to utilise changes to borrowings to respond to the current environment, this will be presented to Council as part of a revised Treasury Policy.**

# COVID-19 response rates

## Utilisation of rates to support our community and future growth

### Mechanisms available for Council to use:

The fourth quarter rates for the 2019-20 financial year are due for payment by 1 June 2020. The following measures have been implemented to assist City of Adelaide ratepayers meet their payment obligations:

- Postpone payment of the 4th quarter rates for three (3) months until 31 August 2020
- No fines or interest to be charged on any 4th quarter outstanding rates until 31 August 2020
- Fines and interest to be paused on all existing outstanding rates until 31 August 2020
- No new debt recovery action to be instigated for any business that enters into a financial arrangement with Council (including any pre-existing debt)
- Elect to pay their rates weekly, fortnightly or monthly based on an agreed amount that suits their budget

### Relevant policy changes required:

No changes required

### 2020-21 Options

Our rates are determined by multiplying the applicable rate in the dollar by the valuation of rateable land in the Council area. The 2020-21 plan assumes the rates revenue will increase by Adelaide CPI through property valuations and / or a change in the rate in the dollar.

In order to assist ratepayers in 2020-21, Council will utilise the Special Discretionary Rate Rebate to

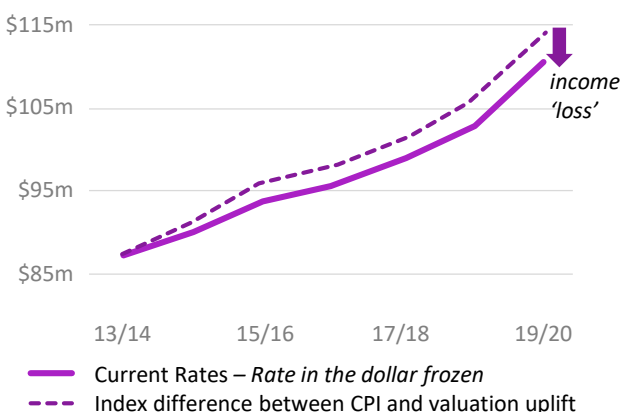
*(2020-21 options continued)*

discount property valuations and freeze the rate in the dollar to the 2019-20 valuation. This will provide financial assistance and relief to ratepayers of approximately \$2.1million. Only those with new developments and other capital improvements undertaken in 2019-20 where there is an increase to the rateable value of the land will result in an increase in rates.

### Analysis of what potential changes mean:

In formulating the proposed rates for each financial year, we consider the amount of revenue required to fund the delivery of the services and projects set out for that year. The rate in the dollar has been frozen from 2014-15, providing rate relief annually to ratepayers.

### Income (rates) scenario if the rate in the dollar was indexed by Adelaide CPI



**If Council choose to utilise changes to rates to respond to the current environment, this will be presented as part of the 2020/21 Business Plan and Budget.**

# COVID-19 response asset sustainability ratios

## Flexibility with asset renewals

### Mechanisms available to Council to use:

At the City of Adelaide, we follow Local Government Association margins for the asset sustainability ratio of 90% - 110%. These margins ensure asset replacement expenditure is within a reasonable level of investment.

In the short-term City of Adelaide could choose to reduce the sustainability ratio below 90%.

### Relevant policy changes required:

The City of Adelaide would choose to work outside the Local Government Association margins in the short-term.

### Analysis of what potential changes mean:

It is important to note that this indicator is unlikely to be met by Council every year, as capital expenditure can be deferred in the short term if there are insufficient funds available from operations and borrowing is not an option.

In the short-term, the reduction in the ratio will reduce expenditure on renewals and release funds for use on other priorities or to reduce borrowings.

If the City of Adelaide chooses to reduce the Asset Sustainability Ratio below 90% this will lead to a backlog of assets in need of renewal over time. In future years there will be a need to increase the ratio to over 100% to work through this backlog. Dependent on available funds from Operations, this increase may, in turn, reduce funding for projects and enhancements to City infrastructure.

**If Council choose to utilise changes to sustainability ratios to respond to the current environment, this will be presented as part of the 2020/21 Business Plan and Budget.**

# COVID-19 response summary and next steps

## Summary

There is no doubt that the environment that we are currently facing is unprecedented in modern times. Our community is living and working differently. Our City isn't as activated as it usually is – people are unable to visit, shop, or be entertained. Educational institutions, businesses, our cultural institutions and recreational facilities have all had to adapt. Government restrictions on travel and social gatherings will continue to have an impact, with recent news that overseas travel (in and out) will most likely be restricted for the rest of 2020.

The expectations on Council to respond to the impacts of this pandemic require a reimagining of how we operate. How will we support our community and businesses and how will we support the City to re-activate in the future.

Council has multiple options available to help in mitigating the financial impacts. Each lever available can provide some form of financial assistance, however it is the combination and flexible use of the levers which will have the greatest impact.

It is also important that the decisions made today don't adversely impact our tomorrow and that's why the levers recommended for use provide a balanced approach to providing Council the ability to financially respond.

Future budgets will continue to be developed within the parameters that are set today and with the Long Term Financial Plan in mind. Council will be asked to develop its next budget (2020/2021) over the coming months and an understanding of the position we are in now will greatly help in developing a clear, well planned budget for the next financial year.

## Next Steps

1. Revise treasury and cash investment policy including prudential limits
2. Utilisation of special discretionary rebate to provide assistance to rate payers of approximately \$2.1m

### This will deliver:

- An increased flexibility in Council's budget to respond now and in the long term
- Support for rate payers

**These will form part of the Council discussions to develop the 2020/2021 Business Plan and Budget.**

# Appendix

A – Budgeted Financial Statements

B – Long Term Financial Plan

Item 12.3 - Attachment A

# Appendix A

## Budgeted Financial Statements

Uniform Presentation of Finances		
\$'000s	Consolidated 2019-20 Quarter 2 Forecast	Consolidated 2019-20 Quarter 3 Forecast
Income	210,781	196,432
less Expenses	(219,684)	(214,284)
<b>Operating Surplus / (Deficit) before Capital Amounts</b>	<b>(8,903)</b>	<b>(17,852)</b>
<b>less Net Outlays on Existing Assets</b>		
Net Capital Expenditure on Renewal & Replacement of Existing Assets	55,642	36,359
less Depreciation, Amortisation and Impairment	(49,943)	(49,643)
less Amounts received specifically for Existing Assets	(2,942)	(2,828)
<b>Net Outlays on Existing Assets</b>	<b>2,758</b>	<b>(16,112)</b>
<b>less Net Outlays on New and Upgraded Assets</b>		
Net Capital Expenditure on New and Upgraded Assets	29,093	15,211
less Amounts received specifically for New and Upgraded Assets	(6,540)	(4,194)
less Proceeds from Sale of Assets	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>22,553</b>	<b>11,016</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(34,213)</b>	<b>(12,756)</b>

# Appendix A

## Budgeted Financial Statements

Statement of Comprehensive Income		
\$'000s	Consolidated 2019-20 Quarter 2 Forecast	Consolidated 2019-20 Quarter 3 Forecast
<b>Income</b>		
Rates Revenues	116,508	116,458
Statutory Charges	13,363	11,217
User Charges	71,498	59,300
Grants, Subsidies and Contributions	11,378	11,165
Investment Income	36	50
Reimbursements	525	525
Other Income	415	546
<b>Total Income</b>	<b>213,723</b>	<b>199,261</b>
<b>Expenses</b>		
Employee Costs	77,868	77,135
Materials, Contracts & Other Expenses	97,858	85,952
Depreciation, Amortisation & Impairment	49,943	49,643
Finance Costs	6,493	5,818
<b>Total Expenses</b>	<b>232,161</b>	<b>218,547</b>
<b>Operating Surplus / (Deficit)</b>	<b>(18,438)</b>	<b>(19,287)</b>
Asset Disposal & Fair Value Adjustments	(300)	(300)
Amounts Received Specifically for New or Upgraded Assets	440	377
<b>Net Surplus / (Deficit)</b>	<b>(18,298)</b>	<b>(19,209)</b>
<b>Total Comprehensive Income</b>	<b>(18,298)</b>	<b>(19,209)</b>



# Appendix A

## Budgeted Financial Statements

Statement of Financial Position		
\$'000s	Consolidated 2019-20 Quarter 2 Forecast	Consolidated 2019-20 Quarter 3 Forecast
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	2,000	800
Trade & Other Receivables	10,759	25,259
Other Financial Assets	143	143
Inventories	641	641
<b>Total Current Assets</b>	<b>13,543</b>	<b>26,843</b>
<b>Non-Current Assets</b>		
Financial Assets	250	250
Equity Accounted Investments in Council Businesses	629	629
Investment Property	2,894	2,894
Infrastructure, Property, Plant & Equipment	1,853,743	1,828,791
Other Non-Current Assets	1,659	1,659
<b>Total Non-Current Assets</b>	<b>1,859,175</b>	<b>1,834,223</b>
<b>TOTAL ASSETS</b>	<b>1,872,718</b>	<b>1,861,066</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	22,122	18,339
Provisions	14,157	14,157
Other Current Liabilities	1,562	1,562
<b>Total Current Liabilities</b>	<b>37,840</b>	<b>34,058</b>
<b>Non-Current Liabilities</b>		
Trade & Other Payables	293	1,293
Borrowings	81,613	73,656
Provisions	2,047	2,047
Other Non-Current Liabilities	15,167	15,167
<b>Total Non-Current Liabilities</b>	<b>99,121</b>	<b>92,164</b>
<b>TOTAL LIABILITIES</b>	<b>136,961</b>	<b>126,221</b>
<b>Net Assets</b>	<b>1,735,756</b>	<b>1,734,845</b>
<b>EQUITY</b>		
Accumulated Surplus	816,309	815,398
Asset Revaluation Reserves	917,788	917,788
Other Reserves	1,659	1,659
<b>Total Council Equity</b>	<b>1,735,756</b>	<b>1,734,845</b>

# Appendix A

## Budgeted Financial Statements

### Statement of Changes in Equity

\$'000s	Consolidated 2019-20 Quarter 2 Forecast	Consolidated 2019-20 Quarter 3 Forecast
<b>Balance at the end of previous reporting period</b>	1,754,054	1,754,054
a. Net Surplus / (Deficit) for Year	(18,298)	(19,209)
b. Other Comprehensive Income	-	-
Total Comprehensive Income	(18,298)	(19,209)
Gain (Loss) on Revaluation of I, PP&E	-	-
<b>Balance at the end of period</b>	<b>1,735,756</b>	<b>1,734,845</b>

# Appendix A

## Budgeted Financial Statements

Statement of Cash flows		
\$'000s	Consolidated 2019-20 Quarter 2 Forecast	Consolidated 2019-20 Quarter 3 Forecast
<b>Cash Flows from Operating Activities</b>		
<u>Receipts</u>		
Operating Receipts	216,654	187,378
<u>Payments</u>		
Operating Payments to Suppliers and Employees	(169,238)	(166,507)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>47,417</b>	<b>20,871</b>
<b>Cash Flows from Investing Activities</b>		
<u>Receipts</u>		
Amounts Received Specifically for New/Upgraded Assets	440	377
Sale of Surplus Assets	-	-
<u>Payments</u>		
Expenditure on Renewal/Replacement of Assets	(55,642)	(36,359)
Expenditure on New/Upgraded Assets	(29,093)	(15,211)
Capital Contributed to Equity Accounted Council Businesses	-	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(84,295)</b>	<b>(51,193)</b>
<b>Cash Flows from Financing Activities</b>		
<u>Receipts</u>		
Proceeds from Borrowings	34,013	26,256
<u>Payments</u>		
Repayment from Borrowings	-	-
Repayment of Principal portion of lease liability	(1,204)	(1,204)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>32,810</b>	<b>25,052</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(4,069)</b>	<b>(5,269)</b>
plus: Cash & Cash Equivalents at beginning of period	6,069	6,069
<b>Cash &amp; Cash Equivalents at end of period</b>	<b>2,000</b>	<b>800</b>

# Appendix B

## Long Term Financial Plan

\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
<b>General Operations</b>											
General Rates	112,606	113,958	119,424	123,007	126,661	131,514	135,721	139,629	143,616	147,683	151,831
Other Income	26,978	20,529	29,481	30,004	30,589	31,185	31,793	32,412	33,044	33,688	34,345
Expenditure	(105,127)	(92,023)	(93,730)	(95,688)	(97,305)	(98,597)	(100,120)	(101,898)	(103,927)	(106,356)	(109,046)
<b>General Operations Surplus</b>	<b>34,457</b>	<b>42,463</b>	<b>55,176</b>	<b>57,323</b>	<b>59,945</b>	<b>64,101</b>	<b>67,393</b>	<b>70,144</b>	<b>72,733</b>	<b>75,015</b>	<b>77,129</b>
<b>Business Operations</b>											
Revenue	38,696	35,254	38,763	39,535	40,322	47,695	48,644	49,613	50,602	51,609	52,637
Expenditure	(20,302)	(20,729)	(19,410)	(19,831)	(20,461)	(23,510)	(23,404)	(23,904)	(24,414)	(24,936)	(25,469)
<b>Business Operations Surplus</b>	<b>18,394</b>	<b>14,525</b>	<b>19,353</b>	<b>19,704</b>	<b>19,861</b>	<b>24,184</b>	<b>25,241</b>	<b>25,710</b>	<b>26,187</b>	<b>26,673</b>	<b>27,168</b>
<b>Amount available for Projects</b>	<b>52,851</b>	<b>56,988</b>	<b>74,529</b>	<b>77,027</b>	<b>79,806</b>	<b>88,285</b>	<b>92,634</b>	<b>95,854</b>	<b>98,920</b>	<b>101,688</b>	<b>104,298</b>
Operating Initiatives	(11,875)	(14,812)	(15,109)	(15,412)	(15,721)	(16,035)	(16,357)	(16,684)	(17,018)	(17,358)	(17,705)
Projects	(7,701)	(6,123)	(8,033)	(8,257)	(8,487)	(8,723)	(8,965)	(9,214)	(9,470)	(9,732)	(9,927)
Capital Projects	(448)	(1,400)									
<b>Projects</b>	<b>(20,024)</b>	<b>(22,335)</b>	<b>(23,142)</b>	<b>(23,669)</b>	<b>(24,207)</b>	<b>(24,758)</b>	<b>(25,322)</b>	<b>(25,898)</b>	<b>(26,487)</b>	<b>(27,090)</b>	<b>(27,632)</b>
<b>Infrastructure Program &amp; Renewals</b>											
Renewals	(19,529)	(12,323)	(34,398)	(35,199)	(35,933)	(36,841)	(37,552)	(38,399)	(74,410)	(90,192)	(91,140)
Delivery Resources	(7,279)	(7,468)	(7,640)	(7,792)	(7,948)	(8,107)	(8,269)	(8,435)	(8,603)	(8,776)	(8,951)
Other Asset Renewals	(2,416)	(3,100)	(3,171)	(3,235)	(3,299)	(3,365)	(3,433)	(3,501)	(3,571)	(3,643)	(3,716)
<b>Infrastructure Program &amp; Renewals</b>	<b>(29,224)</b>	<b>(22,891)</b>	<b>(45,209)</b>	<b>(46,227)</b>	<b>(47,181)</b>	<b>(48,314)</b>	<b>(49,254)</b>	<b>(50,336)</b>	<b>(86,585)</b>	<b>(102,610)</b>	<b>(103,807)</b>
<b>Underlying Current Year Funding Surplus (Deficit)</b>	<b>3,603</b>	<b>11,763</b>	<b>6,178</b>	<b>7,131</b>	<b>8,418</b>	<b>15,213</b>	<b>18,058</b>	<b>19,620</b>	<b>(14,153)</b>	<b>(28,012)</b>	<b>(27,142)</b>
Major Projects	(8,631)	(120)									
Commercial Opportunities	(2,908)	(2,085)	(14,627)	(12,589)	27,627	25,283	(262)	(308)	(355)	(403)	(452)
<b>Current Annual Funding Surplus (Deficit)</b>	<b>(7,936)</b>	<b>9,558</b>	<b>(8,449)</b>	<b>(5,458)</b>	<b>36,045</b>	<b>40,496</b>	<b>17,796</b>	<b>19,312</b>	<b>(14,508)</b>	<b>(28,415)</b>	<b>(27,593)</b>
Project retiming	-	(22,710)	-	-	-	-	-	-	-	-	-
<b>Annual Funding Surplus/(Deficit) excl. Subsidiaries</b>	<b>(7,936)</b>	<b>(13,152)</b>	<b>(8,449)</b>	<b>(5,458)</b>	<b>36,045</b>	<b>40,496</b>	<b>17,796</b>	<b>19,312</b>	<b>(14,508)</b>	<b>(28,415)</b>	<b>(27,593)</b>
Subsidiaries	(4,823)	(4,406)	61	102	143	185	228	273	319	366	414
<b>Annual Funding Surplus/(Deficit) incl. Subsidiaries</b>	<b>(12,759)</b>	<b>(17,558)</b>	<b>(8,388)</b>	<b>(5,356)</b>	<b>36,188</b>	<b>40,682</b>	<b>18,025</b>	<b>19,585</b>	<b>(14,188)</b>	<b>(28,049)</b>	<b>(27,180)</b>
<b>Total Cash/(Borrowings) at End of Year including Subsidiaries</b>	<b>(60,159)</b>	<b>(77,717)</b>	<b>(86,105)</b>	<b>(91,461)</b>	<b>(55,273)</b>	<b>(14,592)</b>	<b>3,433</b>	<b>23,018</b>	<b>8,830</b>	<b>(19,219)</b>	<b>(46,399)</b>

The City of Adelaide is currently reviewing Infrastructure and Asset Management Plans including asset service levels, taking into account community needs, population density/growth impacts and asset management principles.

# Appendix B

## Long Term Financial Plan

Uniform Presentation of Finances											
\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
Income	196,432	184,576	202,956	208,179	213,558	226,740	232,872	238,744	244,733	250,841	257,071
less Expenses	(214,284)	(201,085)	(201,077)	(203,348)	(207,721)	(213,673)	(219,752)	(218,982)	(226,442)	(224,841)	(235,306)
<b>Operating Surplus / (Deficit) before Capital Amounts</b>	<b>(17,852)</b>	<b>(16,509)</b>	<b>1,879</b>	<b>4,831</b>	<b>5,838</b>	<b>13,067</b>	<b>13,120</b>	<b>19,762</b>	<b>18,291</b>	<b>26,000</b>	<b>21,765</b>
<b>less Net Outlays on Existing Assets</b>											
Net Capital Expenditure on Renewal & Replacement of Existing Asset	36,359	39,949	45,209	46,227	47,181	48,314	49,254	50,336	86,585	102,610	103,807
less Depreciation, Amortisation and Impairment	(49,643)	(50,414)	(49,482)	(48,499)	(49,731)	(50,429)	(54,159)	(50,159)	(54,106)	(48,561)	(54,862)
less Amounts received specifically for Existing Assets	(2,828)	(363)									
<b>Net Outlays on Existing Assets</b>	<b>(16,112)</b>	<b>(10,828)</b>	<b>(4,273)</b>	<b>(2,273)</b>	<b>(2,550)</b>	<b>(2,115)</b>	<b>(4,905)</b>	<b>177</b>	<b>32,480</b>	<b>54,049</b>	<b>48,945</b>
<b>less Net Outlays on New and Upgraded Assets</b>											
Net Capital Expenditure on New and Upgraded Assets	15,211	25,458	14,540	12,460	-	-	-	-	-	-	-
less Amounts received specifically for New and Upgraded Assets	(4,194)	(13,617)	-	-	-	-	-	-	-	-	-
less Proceeds from Sale of Assets					(27,800)	(25,500)	-	-	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>11,016</b>	<b>11,841</b>	<b>14,540</b>	<b>12,460</b>	<b>(27,800)</b>	<b>(25,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(12,756)</b>	<b>(17,522)</b>	<b>(8,388)</b>	<b>(5,356)</b>	<b>36,188</b>	<b>40,682</b>	<b>18,025</b>	<b>19,585</b>	<b>(14,188)</b>	<b>(28,049)</b>	<b>(27,180)</b>

Statement of Comprehensive Income											
\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
<b>Income</b>											
Rates Revenues	116,458	117,883	123,467	127,171	130,949	135,928	140,264	144,304	148,424	152,628	156,915
Statutory Charges	11,217	6,971	11,973	12,153	12,389	12,630	12,875	13,125	13,380	13,640	13,904
User Charges	59,300	55,384	63,012	64,261	65,534	73,403	74,858	76,343	77,857	79,401	80,975
Grants, Subsidies and Contributions	11,165	3,241	3,051	3,112	3,174	3,238	3,302	3,369	3,436	3,505	3,575
Investment Income	50	35	36	37	37	38	39	40	40	41	42
Reimbursements	525	691	705	719	733	748	763	778	794	809	826
Other Income	546	734	712	727	741	756	771	786	802	818	835
<b>Total Income</b>	<b>199,261</b>	<b>184,940</b>	<b>202,956</b>	<b>208,179</b>	<b>213,558</b>	<b>226,740</b>	<b>232,872</b>	<b>238,744</b>	<b>244,733</b>	<b>250,841</b>	<b>257,071</b>
<b>Expenses</b>											
Employee Costs	77,135	76,549	77,783	79,403	81,058	82,748	84,473	86,194	87,950	89,741	91,570
Materials, Contracts & Other Expenses	85,952	72,993	72,088	73,238	73,833	78,133	79,281	81,202	86,773	90,142	92,602
Depreciation, Amortisation & Impairment	49,643	50,414	49,482	48,499	49,731	50,429	54,159	50,159	54,106	48,561	54,862
Finance Costs	5,818	6,062	5,556	7,272	6,745	5,753	4,839	4,030	4,560	4,510	4,481
<b>Total Expenses</b>	<b>218,547</b>	<b>206,018</b>	<b>204,909</b>	<b>208,413</b>	<b>211,367</b>	<b>217,063</b>	<b>222,752</b>	<b>221,584</b>	<b>233,389</b>	<b>232,955</b>	<b>243,515</b>
<b>Operating Surplus / (Deficit)</b>	<b>(19,287)</b>	<b>(21,079)</b>	<b>(1,953)</b>	<b>(234)</b>	<b>2,191</b>	<b>9,677</b>	<b>10,120</b>	<b>17,160</b>	<b>11,344</b>	<b>17,886</b>	<b>13,556</b>
Asset Disposal & Fair Value Adjustments	(300)	-	-	-	(4,058)	-	-	-	-	-	-
Amounts Received Specifically for New or Upgraded Assets	377	3,697	-	-	-	-	-	-	-	-	-
<b>Net Surplus / (Deficit)</b>	<b>(19,209)</b>	<b>(17,382)</b>	<b>(1,953)</b>	<b>(234)</b>	<b>(1,866)</b>	<b>9,677</b>	<b>10,120</b>	<b>17,160</b>	<b>11,344</b>	<b>17,886</b>	<b>13,556</b>
<b>Total Comprehensive Income</b>	<b>(19,209)</b>	<b>(17,382)</b>	<b>(1,953)</b>	<b>(234)</b>	<b>(1,866)</b>	<b>9,677</b>	<b>10,120</b>	<b>17,160</b>	<b>11,344</b>	<b>17,886</b>	<b>13,556</b>

# Appendix B

## Long Term Financial Plan

Statement of Financial Position											
\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
<b>ASSETS</b>											
<b>Current Assets</b>											
Cash and Cash Equivalents	800	800	800	800	800	800	4,272	23,858	9,670	800	800
Trade & Other Receivables	25,259	9,234	10,154	10,415	10,684	11,344	11,651	11,944	12,244	12,550	12,861
Other Financial Assets	143	129	116	104	94	84	76	68	62	55	50
Inventories	641	641	641	641	641	641	641	641	641	641	641
<b>Total Current Assets</b>	<b>26,843</b>	<b>10,804</b>	<b>11,711</b>	<b>11,961</b>	<b>12,219</b>	<b>12,869</b>	<b>16,640</b>	<b>36,512</b>	<b>22,616</b>	<b>14,046</b>	<b>14,352</b>
<b>Non-Current Assets</b>											
Financial Assets	250	225	203	182	164	148	133	120	108	97	87
Equity Accounted Investments in Council Businesses	629	629	629	629	629	629	629	629	629	629	629
Investment Property	2,894	2,923	2,952	2,981	3,011	3,041	3,072	3,102	3,133	3,165	3,196
Infrastructure, Property, Plant & Equipment	1,828,791	1,837,243	1,848,521	1,849,396	1,855,270	1,822,824	1,812,994	1,812,205	1,836,026	1,879,814	1,918,378
Other Non-Current Assets	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659
<b>Total Non-Current Assets</b>	<b>1,834,223</b>	<b>1,842,679</b>	<b>1,853,963</b>	<b>1,854,848</b>	<b>1,860,734</b>	<b>1,828,301</b>	<b>1,818,486</b>	<b>1,817,715</b>	<b>1,841,555</b>	<b>1,885,364</b>	<b>1,923,950</b>
<b>TOTAL ASSETS</b>	<b>1,861,066</b>	<b>1,853,483</b>	<b>1,865,674</b>	<b>1,866,809</b>	<b>1,872,953</b>	<b>1,841,170</b>	<b>1,835,127</b>	<b>1,854,227</b>	<b>1,864,172</b>	<b>1,899,410</b>	<b>1,938,302</b>
<b>LIABILITIES</b>											
<b>Current Liabilities</b>											
Trade & Other Payables	18,339	26,647	26,211	22,689	29,616	22,929	22,885	22,823	22,763	22,190	22,130
Provisions	14,157	14,440	14,729	15,023	15,324	15,630	15,943	16,261	16,587	16,918	17,257
Other Current Liabilities	1,562	1,124	803	1,072	1,441	1,926	2,431	1,711	1,634	2,171	1,932
<b>Total Current Liabilities</b>	<b>34,058</b>	<b>42,211</b>	<b>41,743</b>	<b>38,784</b>	<b>46,381</b>	<b>40,484</b>	<b>41,258</b>	<b>40,796</b>	<b>40,983</b>	<b>41,279</b>	<b>41,319</b>
<b>Non-Current Liabilities</b>											
Trade & Other Payables	1,293	1,000	7,000	7,000	-	-	-	-	-	-	-
Borrowings	73,656	76,678	79,066	84,422	48,234	14,552	-	-	-	19,180	46,359
Provisions	2,047	2,088	2,130	2,172	2,216	2,260	2,305	2,352	2,399	2,447	2,495
Other Non-Current Liabilities	15,167	14,044	20,226	19,154	17,713	15,787	13,356	15,713	14,080	11,908	9,977
<b>Total Non-Current Liabilities</b>	<b>92,164</b>	<b>93,810</b>	<b>108,422</b>	<b>112,748</b>	<b>68,162</b>	<b>32,599</b>	<b>15,662</b>	<b>18,065</b>	<b>16,478</b>	<b>33,534</b>	<b>58,831</b>
<b>TOTAL LIABILITIES</b>	<b>126,221</b>	<b>136,020</b>	<b>150,164</b>	<b>151,533</b>	<b>114,543</b>	<b>73,084</b>	<b>56,920</b>	<b>58,861</b>	<b>57,461</b>	<b>74,814</b>	<b>100,150</b>
<b>Net Assets</b>	<b>1,734,845</b>	<b>1,717,463</b>	<b>1,715,510</b>	<b>1,715,276</b>	<b>1,758,410</b>	<b>1,768,087</b>	<b>1,778,206</b>	<b>1,795,366</b>	<b>1,806,710</b>	<b>1,824,597</b>	<b>1,838,152</b>
<b>EQUITY</b>											
Accumulated Surplus	815,398	798,016	796,063	795,829	793,963	803,640	813,759	830,919	842,263	860,150	873,705
Asset Revaluation Reserves	917,788	917,788	917,788	917,788	962,788	962,788	962,788	962,788	962,788	962,788	962,788
Other Reserves	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659
<b>Total Council Equity</b>	<b>1,734,845</b>	<b>1,717,463</b>	<b>1,715,510</b>	<b>1,715,276</b>	<b>1,758,410</b>	<b>1,768,087</b>	<b>1,778,206</b>	<b>1,795,366</b>	<b>1,806,710</b>	<b>1,824,597</b>	<b>1,838,152</b>

# Appendix B

## Long Term Financial Plan

### Statement of Changes in Equity

\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
<b>Balance at the end of previous reporting period</b>	1,754,054	1,734,845	1,717,463	1,715,510	1,715,276	1,758,410	1,768,087	1,778,206	1,795,366	1,806,710	1,824,597
a. Net Surplus / (Deficit) for Year	(19,209)	(17,382)	(1,953)	(234)	(1,866)	9,677	10,120	17,160	11,344	17,886	13,556
b. Other Comprehensive Income											
<b>Total Comprehensive Income</b>	(19,209)	(17,382)	(1,953)	(234)	(1,866)	9,677	10,120	17,160	11,344	17,886	13,556
Gain (Loss) on Revaluation of I, PP&E					45,000						
<b>Balance at the end of period</b>	1,734,845	1,717,463	1,715,510	1,715,276	1,758,410	1,768,087	1,778,206	1,795,366	1,806,710	1,824,597	1,838,152

### Statement of Cash flows

\$'000s	2019-20 Forecast	2020-21 Budget	2021-22 Plan	2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan	2026-27 Plan	2027-28 Plan	2028-29 Plan	2029-30 Plan
<b>Cash Flows from Operating Activities</b>											
<u>Receipts</u>											
Operating Receipts	187,378	201,328	202,037	207,918	213,289	226,080	232,565	238,450	244,433	250,536	256,759
<u>Payments</u>											
Operating Payments to Suppliers and Employees	(166,507)	(141,032)	(142,533)	(153,784)	(156,648)	(168,143)	(160,331)	(166,098)	(170,325)	(173,827)	(177,960)
<b>Net Cash provided by (or used in) Operating Activities</b>	20,871	60,295	59,504	54,134	56,641	57,937	72,235	72,352	74,108	76,709	78,799
<b>Cash Flows from Investing Activities</b>											
<u>Receipts</u>											
Amounts Received Specifically for New/Upgraded Assets	377	3,697	-	-	-	-	-	-	-	-	-
Sale of Surplus Assets	-	-	-	-	27,800	25,500	-	-	-	-	-
<u>Payments</u>											
Expenditure on Renewal/Replacement of Assets	(36,359)	(39,949)	(45,209)	(46,227)	(47,181)	(48,314)	(49,254)	(50,336)	(86,585)	(102,610)	(103,807)
Expenditure on New/Upgraded Assets	(15,211)	(25,458)	(14,540)	(12,460)	-	-	-	-	-	-	-
Capital Contributed to Equity Accounted Council Businesses	-	-	-	-	-	-	-	-	-	-	-
<b>Net Cash provided by (or used in) Investing Activities</b>	(51,193)	(61,710)	(59,749)	(58,687)	(19,381)	(22,814)	(49,254)	(50,336)	(86,585)	(102,610)	(103,807)
<b>Cash Flows from Financing Activities</b>											
<u>Receipts</u>											
Proceeds from Borrowings	26,256	3,022	2,388	5,356						19,180	27,180
<u>Payments</u>											
Repayment from Borrowings					(36,188)	(33,682)	(18,025)	-			
Repayment of Principal portion of lease liability	(1,204)	(1,607)	(2,143)	(803)	(1,072)	(1,441)	(1,926)	(2,431)	(1,711)	(2,147)	(2,171)
<b>Net Cash provided by (or used in) Financing Activities</b>	25,052	1,414	245	4,553	(37,260)	(35,123)	(19,950)	(2,431)	(1,711)	17,032	25,008
<b>Net Increase (Decrease) in Cash Held</b>	(5,269)	(0)	(0)	(0)	(0)	0	3,030	19,585	(14,188)	(8,870)	0
plus: Cash & Cash Equivalents at beginning of period	6,069	800	800	800	800	800	800	4,272	23,858	9,670	800
<b>Cash &amp; Cash Equivalents at end of period</b>	800	800	800	800	800	800	3,830	23,858	9,670	800	800

# Progress of Motions by Elected Members

**ITEM 12.4** 12/05/2020  
**Council**

2018/04074  
Public

**Program Contact:**  
Rudi Deco, Manager Governance  
8203 7442

**Approving Officer:**  
Mark Goldstone, Chief Executive  
Officer

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## EXECUTIVE SUMMARY:

This report responds to the decision of Council from 12 March 2019 to report to every second Council meeting of the month on the Progress of Motions by Elected Members.

.....

## RECOMMENDATION:

That Council:

1. Notes the report.
- .....



## IMPLICATIONS AND FINANCIALS:

City of Adelaide 2016-2020 Strategic Plan	Strategic Alignment - Corporate Activities
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	Not as a result of this report
Opportunities	Not as a result of this report
19/20 Budget Allocation	Not as a result of this report
Proposed 20/21 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
19/20 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. On 12 March 2019, Council resolved that Council requests the Administration, at every second meeting of Council to report on the progress of Councillor motions with and without notice adopted by the elected body over the current and previous two terms but which have not yet been fully implemented.
2. Since the commencement of the 2018-2022 Council Term a total of 145 motions on and without notice have been carried by Council.
3. As at 6 May 2020 a total of 81 motions on or without notice remain open from the current and previous terms of Council. The current progress of these motions on and without notice, Link 1 view [here](#).
4. Council Members can review progress updates on all decisions and Administration undertakings via the online Council Member portal. Council Executive can provide a verbal update on undertakings to Council Members on request.

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## DATA & SUPPORTING INFORMATION

**Link 1** – List of open Motions on and without Notice

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## ATTACHMENTS

Nil

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- END OF REPORT -

## COVID 19 Rent Relief

**ITEM 13.1** 12/05/2020

**Council**

**Council Member**  
Councillor Martin

Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

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## QUESTION ON NOTICE

**Councillor Martin will ask the following Question on Notice:**

'On March 23rd the City of Adelaide approved a \$4 million COVID 19 assistance package including a 3 month rent exemption for tenants of Council owned properties, including stallholders at the Adelaide Central Market. Could the Administration advise tenants currently working on their business plans if that was the only assistance they will receive or will it be extended?'

The Lord Mayor will provide a reply at the meeting, the reply and question will be included in the Minutes of the meeting.

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- END OF REPORT -

# COVID 19 Financial Response

ITEM 13.2 12/05/2020

Council

**Council Member**  
Councillor Martin

Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## QUESTION ON NOTICE

**Councillor Martin will ask the following Question on Notice:**

'On May 1st 2020, the Administration presented to the Audit Committee a range of budget measures with substantial impacts for Council borrowings, for Council staffing, for Council projects cancelled or postponed and for ratepayers whose assets will not be maintained or upgraded in the manner of past years for several financial years to come.

For the information of elected members and stakeholders, could the Administration provide the names of external financial advisers and the nature of any advice it sought from external advisers in preparing the strategy presented to the Audit Committee and subsequently the Committee of Council and the Council meeting of May 12th?'

The Lord Mayor will provide a reply at the meeting, the reply and question will be included in the Minutes of the meeting.

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- END OF REPORT -

## Park Lands Lease/Licence Holders

**ITEM 13.3** 12/05/2020  
**Council**

**Council Member**  
Councillor Martin

Public

**Contact Officer:**  
Ian Hill, Director Growth

## QUESTION ON NOTICE

**Councillor Martin will ask the following Question on Notice:**

'On 23 March the City of Adelaide approved a \$4 million COVID 19 assistance package, including a 3 month fee free period for Council's Park Lands lease holders, including sporting organisations.

Could the Administration advise if it required the head lease holders to pass the exemption to what are often many sub -lease/licence holders who pay fees and;

1. If not, why not?
2. If the transfer of the rent free period was required, what has the Administration done to publicise the measure?
3. If the transfer of the rent free period was required, what has the Administration done to ensure compliance?
4. If compliance was required, how many sub lease/licence holders have benefitted?'

The Lord Mayor will provide a reply at the meeting, the reply and question will be included in the Minutes of the meeting.

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- END OF REPORT -

# Promoting Cycling in the City

**ITEM 15.1** 12/05/2020  
**Council**

**Council Member**  
Councillor Simms

2019/00951  
Public

**Contact Officer:**  
Klinton Devenish, Director Place

## MOTION ON NOTICE

**Councillor Simms will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

‘That:

1. Council recognises the potential for increased bikeways in the city to boost community health and wellbeing and stimulate the local economy as part of the coronavirus recovery;
2. Requests Federal Government funding for a city-wide bikeway network;
3. Requests that administration investigate short-term measures to accommodate additional cycling on city streets, including the establishment of ‘pop-up’ bike lanes.’

---

## ADMINISTRATION COMMENT

1. Since the start of the COVID-19 pandemic and associated restrictions there have been some anecdotal reports of increasing numbers of people purchasing and riding bikes for recreation, health and fitness during the pandemic.
2. In response, several cities are installing temporary improvements to create more space for people riding bikes (and walking) as part of their planning for the removal of restrictions on city life. These facilities are designed to encourage safe, healthy travel whilst providing for social-distancing and ensuring that air quality continues to benefit. It also recognises that many people may not wish to return to using public transport once they return to work, shopping etc. Several cities in New Zealand, USA, Canada and Europe are implementing such initiatives.
3. If endorsed by Council, we will:
  - a. Explore Federal Government funding opportunities for the implementation of the city-wide bikeways network. Submissions will be prepared for relevant funding sources. If documentation (such as concept design, cost estimate, business case etc.) is required to support the application we will seek funding to prepare this documentation through Council’s budgeting process. If Federal funding is reliant on the allocation of funds from Council, we will bring a report back to Council to seek endorsement to proceed with the application.
  - b. Investigate short-term measures to accommodate cycling on city streets that could provide health and safety benefits to the community and assist in stimulating the local economy.

4. It is noted that the City Access Strategy is currently progressing with one of the outputs being an integrated transport network for the city, which will include a network for safe bike movement. Any bike facilities considered as part of these investigations will align with this network.

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- END OF REPORT -

# On Street Parking

**ITEM 15.2** 12/05/2020  
**Council**

**Council Member**  
Councillor Martin

2019/00551  
Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## MOTION ON NOTICE

**Councillor Martin will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

Noting the decision of the majority of Councillors at its April meeting did not extend free on and off street parking to non-health related essential care workers keeping South Australians safe during the current pandemic, and that a formal request from the Police Association has been received, now asks the Administration to immediately implement a scheme to provide such free parking for essential care workers, including but not limited to eligible Police, Health and Fire Brigade workers.'

---

## ADMINISTRATION COMMENT

1. We acknowledge the work of all essential service providers working under increased pressure and demands during this time.
2. On 14 April 2020 Council endorsed to 'Investigate and implement free parking for critical health workers and staff during the COVID-19 crisis within the City of Adelaide'.
3. This followed other initiatives to provide parking support including the 23 March 2020 Council decision to adopt a more flexible approach to monitoring on-street parking, and the recently launched \$8 all day parking through UPark Plus, available to any city user.
4. Since the outbreak of COVID-19 City of Adelaide and SAPOL staff have been in contact regarding parking requirements. Conversations with SAPOL have been constructive and focused on solutions for off-street parking, acknowledging Council's existing approach to SAPOL vehicles parking in the city, the more flexible approach currently to on-street parking enforcement, and noting some of the challenges a visual permit system can create for emergency service staff parking on-street.
5. During these conversations SAPOL indicated their support of Council's approach. This was reiterated in a recent meeting with SAPOL and the Lord Mayor and Deputy CEO on 17 April 2020.
6. SAPOL's support of Council's approach does not seem to be shared by the Police Association as evidenced by their 15 April 2020 letter to the Lord Mayor which was responded to on 24 April 2020.
7. We will continue to engage with SAPOL directly in the coming weeks and months to ensure we are appropriately supporting operational policing requirements and the health and wellbeing of SAPOL Officers.
8. The \$8 capped UPark deal was also promoted to the SA Fire and Emergency Dept, when they contacted Council regarding parking.



9. To implement this motion should it be supported, we need to understand its intended scope, particularly the definition of 'essential care workers' and those Council wishes to be 'eligible' for the free on-street parking.
10. We will then engage with the relevant service providers to develop solutions to meet their needs, noting the outcome may differ for the various organisations.

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- END OF REPORT -

## Use of Communication Devices

**ITEM 15.3** 12/05/2020  
**Council**

**Council Member**  
Councillor Moran

2018/04053  
Public

**Contact Officer:**  
Mark Goldstone, Chief  
Executive Officer

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## MOTION ON NOTICE

**Councillor Moran will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

requests the CEO investigate whether any Council provided communication devices have been used by elected members of this Council during the course of this Council term to contact any official employed by the Saudi Arabian Government or member of the Saudi royal family.'

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## ADMINISTRATION COMMENT

1. The City of Adelaide Standing Orders does provide a provision for Computer and Internet equipment to Elected Members along with a Council issued email address.
2. The Administration is unable to determine or prevent Elected Members to use and access personal email systems from Council issued IT equipment.
3. If the Motion is supported, the Administration will investigate if any Elected Members during this term of Council has used council email systems to email any Official employed by the Saudi Arabian Government.

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- END OF REPORT -

## Flooding on South Terrace

**ITEM 15.4** 12/05/2020  
**Council**

**Council Member**  
Deputy Lord Mayor (Councillor  
Hyde)

2018/04053  
Public

**Contact Officer:**  
Klinton Devenish, Director  
Place

## MOTION ON NOTICE

**Deputy Lord Mayor (Councillor Hyde) will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

That Council:

1. Notes the recently completed creek works in the South Park Lands were intended to fix flooding issues along South Terrace and this has been unsuccessful and flooding occurs frequently.
2. Requests the administration prepare designs and costings to remedy these flooding events as stormwater management is core business of local government.
3. Requests that the CEO offer solutions and an adequate level of service to defend affected properties from flooding events until these issues are remedied permanently.'

---

## ADMINISTRATION COMMENT

1. In 2016, Council approved the South Park Lands Creek Rehabilitation Masterplan (refer to Council Decision 16503 dated 10/5/2016) with the aim to rehabilitate the creek channel through Parks 17, 18 and 19. This project included works being staged over 5 years, commencing 2016/17.
2. The final part of Council's planned works to be undertaken involves rehabilitating the creek channel in the western half of Park 19. The work is currently proposed for next financial year (FY20/21), subject to Council's Integrated Business Plan and Budget process.
3. In addition, the performance of the South Park Lands Creek will be further enhanced once the Brown Hill and Keswick Creeks Stormwater Board (Board) complete their planned wetland and detention basin works in Park 16 and related works in Park 20. That work is also anticipated to commence on site in FY20/21.
4. In 2016 Council was advised that one of the anticipated benefits of implementation of the Masterplan would be the reduced likelihood of flooding to the South Park Lands community and adjacent road users such as South Terrace and Hutt Street during high rainfall events, as the creek will cater for a 1 in 100 year Annual Recurrence Interval rain event. However, it is important to note that this is only once all the planned South Park Lands Creek Rehabilitation Masterplan creek works and the BHKC Board's planned works for Park 16 and Park 20 is completed. It must also be noted that the works will not eliminate the possibility of flooding of South Terrace occurring but will reduce the likelihood and frequency significantly.

5. In the interim we have also prepared concept designs and cost estimates to improve drainage conditions at Hutt Road and South Terrace junction. The concept design conveyed the minor storm events to the creek via pipes, however, and consistent with all stormwater modelling and engineering design, the major flow event (1 in 100) was to be conveyed in the full road corridor/parklands. The cost estimate for the works in 2016 was in the order of \$2.2m (incl. GST).
6. The design was predicated on typical engineering standards which requires the finish floor level of any adjacent property/building to have a minimum 300 mm freeboard above the 1 in 100 ARI flood level. It should be noted that finish floor levels of hospitals and civil defence sites should actually be designed to be above the 1 in 500 year ARI. Council's existing stormwater system in this area does service the local catchment within desired standards (being 1 in 20 ARI).
7. CoA is aware of only one property that has a continuing threat of water ingress which is located at the corner of Hutt Street and South Terrace (St Andrew's Hospital Day Clinic). CoA has arrangements in place that provide support to the property to defend it from flooding and has provided infrastructure to mitigate damage to the building that is deployed by the building owner/manager and CoA's Public Realm team provide additional support if required.
8. The flooding of this building is directly related to the privately certified buildings finish floor level being constructed lower than the 1 in 100 year ARI flood zone.

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- END OF REPORT -

**Council Member**  
Councillor Simms

2019/01425  
Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## MOTION ON NOTICE

**Councillor Simms will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

1. Recognises the important role of Adelaide's community media broadcaster, Channel 44 in telling local stories, showcasing local talent and keeping our community connected.
2. Notes that Channel 44 faces an uncertain future with its current free-to-air broadcast licence due to expire on 30 June 2020.
3. Calls on the Federal Government to extend Channel 44's licence.
4. Requests that the Lord Mayor write to the Federal Minister for Arts and Communications, the Hon Paul Fletcher MP to advise of the above resolution.'

---

## ADMINISTRATION COMMENT

1. C44 is Adelaide's not-for-profit community media broadcaster, providing a free collective on-air and online presence for local community groups and content creators.  
They deliver diverse and locally produced content that is relevant to the local community and not available elsewhere, as well as offering professional video production, livestreaming and studio hire services.  
They are an invaluable community resource and open-access platform and training ground for local voices and provides crucial connection for the many people in our community that don't have access to the internet or smart devices.
2. C44 management say community television is not currently viable as an online-only model.
3. They have been broadcasting content that connects, comforts and informs the local Adelaide community for more than 25 years.  
C44 is not publicly funded, and the Federal Government has no planned alternative use for the broadcast spectrum beyond June 30.  
As of 23 April 2020, C44 had received no response from the Federal Minister for Arts and Communications, the Hon Paul Fletcher on requests to extend the licence beyond June 30.
4. If approved, administration will draft a letter from the Lord Mayor to the Federal Minister for Arts and Communications, the Hon Paul Fletcher to advise of the above resolution.

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- END OF REPORT -

## Engaging Key Stakeholders in the City of Adelaide

**ITEM 15.6** 12/05/2020  
**Council**

**Council Member**  
Deputy Lord Mayor (Councillor Hyde)

2019/01923  
Public

**Contact Officer:**  
Ian Hill, Director Growth

## MOTION ON NOTICE

**Deputy Lord Mayor (Councillor Hyde) will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

‘That Council:

Requests the Lord Mayor hold a series of round table meetings with precinct property owners and/or potential investors in the City, at her earliest convenience, with a view to engaging these key stakeholders and in particular seeks to elicit feedback on how the City can unlock private sector investment and renewals in our precincts.’

---

## ADMINISTRATION COMMENT

1. A meeting in collaboration with the Property Council was held with a select group of key property industry leaders from property management and development companies earlier this year to discuss opportunities to reposition assets and revitalise heritage buildings through the use of Building Upgrade Finance.
2. The recently completed Strategic Property Review provides an opportunity to utilise Council's property portfolio to foster future partnerships with the development industry to support City investment and growth.
3. If the Motion is adopted, meetings hosted by the Lord Mayor can be arranged with property owners and/or potential investors in the City. The timing of when these meetings are organised may be influenced by restrictions regarding meeting numbers and whether the discussions can be held via electronic media.

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- END OF REPORT -

# COVID 19 Small Business Assistance

**ITEM 15.7** 12/05/2020  
**Council**

**Council Member**  
Councillor Martin

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

Public

## MOTION ON NOTICE

**Councillor Martin will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

Acknowledges the leadership of the Prospect Council and asks the Administration to prepare for consideration at a Special Meeting of Council on May 26th at 5.30pm a package of measures similar to that adopted by the neighbouring LGA to assist small business and residents that;

1. Allows businesses employing 100 people or fewer forced to close by Federal or State Government direction to apply to have their rates waived (or refunded, if previously paid) for the duration of their full closure. Tenants of the City of Adelaide who have received rental relief will not be eligible for the rate relief while also receiving free rent.
2. Extends to businesses employing 100 people or fewer, which have continued to trade and can demonstrate a decline in trade of 30% or more, a waiving of 50% of rates (or refund, if previously paid) for the duration of the decline and/or up to September 30th, 2020. Tenants of the City of Adelaide who have received rental relief will not be eligible for the rate relief while also receiving free rent.
3. Waives Park Lands lease and licence fees for all amateur sporting clubs or community groups until September 30th, 2020.
4. Provides food vouchers to the value of \$30 each week for use at City and North Adelaide restaurants and cafes for residents who apply for such vouchers and who are identified as "vulnerable" or "needy". The measure should operate until September 30, 2020 and the total expenditure for such food assistance should not exceed \$1 million.'

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## ADMINISTRATION COMMENT

*To be distributed separately*

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- END OF REPORT -

# Free Public Transport

**ITEM 15.8** 12/05/2020  
**Council**

**Council Member**  
Councillor Knoll

2019/000951  
Public

**Contact Officer:**  
Klinton Devenish, Director Place

## MOTION ON NOTICE

**Councillor Knoll will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

1. Notes the success of the free City Connector bus in servicing a number of locations within the City of Adelaide;
2. Notes the popularity of the free city tram service within the City of Adelaide boundary;
3. Requests the Lord Mayor write to the State Government requesting all Adelaide Metro Bus and Tram services operate free of charge within the City of Adelaide boundary.'

---

## ADMINISTRATION COMMENT

1. The Free City Connector service was expanded in 2014 to provide a service in the City and North Adelaide every 15-30 minutes, seven days a week.
2. Prior to the service being suspended due to low patronage as a result of Covid-19, the service provided for up to 20,000 trips per week in peak months.
3. While the Free City Connector provides passengers with free travel, costs for the service are shared between the City of Adelaide and the State Government. The service costs the City of Adelaide approximately \$950k per year including contribution to the Department of Planning, Transport and Infrastructure; electricity for Tindo recharges; bus registration; and replacement batteries for Tindo the electric bus. The City owns three buses which are used in the fleet to provide the Free City Connector service including Tindo and two diesel buses. These buses will need to be replaced by City of Adelaide when the buses reach the end of their economic lives.
4. Operation of the service costs approximately \$6-7 per passenger, which is similar to other metropolitan bus services in Australia, although at the upper end of the scale. Cost per service kilometre is approximately \$22, which is approximately three times higher than other metropolitan services.
5. Tram services within the City of Adelaide also operate free of charge between South Terrace, the Entertainment Centre, Botanic Gardens and Festival Plaza.
6. The Administration has previously been in discussions with the South Australian Public Transport Authority (SAPTA) regarding providing free public transport within the City of Adelaide boundary. SAPTA advised that this option was considered as part of the Public Transport Service Review in 2019/20, but its adoption was not considered feasible.



7. If this motion is successful we will prepare correspondence for the Lord Mayor to send to the State Government requesting free of charge public transport in the City of Adelaide.

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- END OF REPORT -

# Amendment to Standing Orders

**ITEM 15.9** 12/05/2020  
**Council**

**Council Member**  
Councillor Martin

2018/04066  
Public

**Contact Officer:**  
Mark Goldstone, Chief  
Executive Officer

## MOTION ON NOTICE

**Councillor Martin will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

Noting that the last scheduled voting meeting of Council began at 5.30 pm on Tuesday April 14th and concluded at around 3.20 am on Wednesday April 15th, resolves that Standing Orders be amended to include that:

1. Scheduled evening meetings of Council and Committee shall conclude no later than 5 hours after commencing, with a resolution of Council required for a 15-minute extension of time to complete Council business for that particular meeting.
2. Allows any meeting to be reconvened on the next or another day nominated by the CEO for the consideration of any remaining business Agenda Items that have not been finalised within the meeting timeframe at 1. above.'

---

## ADMINISTRATION COMMENT

1. If the motion is carried the Standing Orders will be updated accordingly noting the requirements below.
2. From a process perspective the following will apply:
  - 2.1 A formal motion to adjourn the meeting in accordance with regulation 12(14)(e) of the *Local Government (Procedures at Meetings) Regulations 2013 (the Regulations)* will need to be brought after 5 hours.
  - 2.2 With respect to the 15-minute extension, if that is not enough time to complete the business then leave of the meeting can be sought to continue to conclude the item before considering a formal motion to adjourn.
  - 2.3 Part 2 of the motion is consistent with the Regulations as the formal motion of adjournment must include the reason for the adjournment and the details for resumption as per regulation 12(18) of the Regulations.

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- END OF REPORT -

# Socially Distanced Dining Options

**ITEM 15.10** 12/05/2020  
**Council**

**Council Member**  
Councillor Martin

2019/00551  
Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## MOTION ON NOTICE

**Councillor Martin will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council;

Having regard to the eventual reopening of hospitality venues, asks the Administration to provide advice on the feasibility and costs of;

1. Offering to, where possible, extend the footprint currently allocated to outdoor dining areas for food sellers including cafes and restaurants to allow the placement of tables and chairs to assist in boosting patronage in a manner that accommodates mandated social distancing.
2. Closing streets in the City and North Adelaide, for example, Rundle Street and O'Connell Street, for socially distanced dining on one or multiple occasions to mark the reopening of venues and to assist hospitality businesses.'

---

## ADMINISTRATION COMMENT

1. In anticipation of the Government restrictions being lifted, we have been in discussions with the State Government and recently wrote to the CEO of the Department of Premier and Cabinet advising that we are exploring a number of options for hospitality venues and seeking their support in facilitating them. The options we are discussing with State Government include:
  1. options for small bars and businesses, who may have limited indoor space, to be able to use outside space adjacent their premises to reopen and adhere to social distancing requirements.
  2. Looking at laneways and/or temporarily closing sections of streets to allow for outdoor dining, shopping, entertainment and other activities.
  3. The potential to temporarily change liquor licence changes to change the numbers of people permitted to gather outside a licensed venue.
2. Subject to the relaxation of social distancing regulations, we would also seek to activate the CBD laneways with a Splash initiative akin to last year's Winter in the East End which was well received.

3. Notwithstanding that we don't yet know what the parameters of the reduced restrictions will be and whether extending the outdoor dining footprint will meet them, we believe extending the outdoor dining footprint for hospitality businesses on the footpath is feasible in locations where there is space to safely do so and where the adjacent business is supportive (noting that in some locations the adjacent business may also be a hospitality venue). In circumstances where extending the footprint on the footpath is not feasible, the road would need to be used but there may be some locations where this is not feasible to do safely either. We would assess this on a case by case basis with the view to supporting an extended footprint wherever possible.
4. Given we don't currently charge outdoor dining fees, there would be no cost associated with extending the outdoor dining footprint, except in the event of the road needing to be used as there would be costs associated with partial or full road closures.
5. Should any or all of these initiatives proceed, we can provide Council with the costs associated with implementing them.

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- END OF REPORT -

# Supporting the Homeless

**ITEM 15.11** 12/05/2020  
**Council**

**Council Member**  
Deputy Lord Mayor (Councillor  
Hyde)

2019/01425  
Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

## MOTION ON NOTICE

**Deputy Lord Mayor (Councillor Hyde) will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

1. Includes in its upcoming integrated business plan funding to fight homelessness that is equivalent to the funding which remained unspent per the decision of Council on 12 March 2019 that allocated \$200,000 towards implementing the findings of Dame Louise Casey's IGH report.
2. Places the same requirement for co-contributions from the State Government to be provided to enliven the delivery of this funding.'

---

## ADMINISTRATION COMMENT

1. The City of Adelaide has a Strategic Partnership with the Don Dunstan Foundation to deliver project coordination for the Adelaide Zero Project that ends on 31 December 2020. The value of this partnership is \$383,880 over three years.
2. In February 2019, Dame Louise Casey released a service review making recommendations for improvement of the homelessness system in the City and to strengthen the Adelaide Zero Project's progress towards its goal of Functional Zero street homelessness. In March 2019, Council agreed to contribute \$200,000 towards implementing these recommendations. This funding was contingent on additional State Government funding to enable all the report recommendations to be implemented - this additional funding was not supported by the State Government.
3. The City of Adelaide subsequently committed a total of \$105,000 for two related projects:
  - 3.1. \$45,000 to fund a feasibility for inner city service coordination (co-funded with the State Government - \$45,000 each)
  - 3.2. \$60,000 to support the Adelaide Zero Project to progress work on supporting mobile Aboriginal communities.
4. If this motion is adopted, the remaining budgeted \$95,000, which was unallocated and unspent, will be included in the 20/21 Integrated Business Plan and budget.
5. Administration will also write to the State Government advising of this decision and seek further financial contributions towards the Dame Louise Casey recommendations.

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- END OF REPORT -

# Power Undergrounding

**ITEM 15.12** 12/05/2020  
**Council**

**Council Member**  
Councillor Donovan

2018/04053  
Public

**Contact Officer:**  
Klinton Devenish, Director  
Place

## MOTION ON NOTICE

**Councillor Donovan will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

‘That Council requests administration to:

1. undertake a review of the existing City of Adelaide power undergrounding strategy, including: levels of service, safety, ranking and priority to address the new DDA compliance requirements of the Act and to identify a potential forward works plan for the city and funding options available to main streets, commercial and residential zones.
2. seek external funding for any future undergrounding of overhead power lines via any means possible including the ESCOA – Power Line Environment Committee co-funding scheme where they meet the project guidelines.’

---

## ADMINISTRATION COMMENT

1. Administration will undertake a review of the existing “Undergrounding (Overhead Electricity & Telecommunications Cables) Policy” and align the objectives of Council’s Strategic Plan utilising the latest issues of the Power Line Undergrounding Project Guidelines.
2. Over the last 3 years Council has contributed over \$1.5 million and PLEC \$2.3 million on undergrounding projects such as Bartels Road, Jeffcott Street and Saint Helena Place.
3. CoA remains committed to proactively sourcing funding to underground powerlines where possible.

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- END OF REPORT -

## Continuous Park Lands Trail

**ITEM 15.13** 12/05/2020  
**Council**

**Council Member**  
Deputy Lord Mayor (Councillor  
Hyde)

**Contact Officer:**  
Klinton Devenish, Director  
Place

Public

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## MOTION ON NOTICE

**Deputy Lord Mayor (Councillor Hyde) will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

1. Notes that there has been the development of a proposal for a continuous walking and cycling track throughout the Adelaide Park Lands which, in addition to unlocking physical and mental wellbeing benefits, aims to heighten the cultural, artistic and heritage standing of the Park Lands, potentially unlocking significant tourism benefits and increasing usage by South Australian locals.
2. Requests the Administration engage with the progenitor(s) of this proposal and assist with its further development with a view to strengthening it and presenting it alongside and as a part of the vital economic recovery planning work being undertaken by the City of Adelaide.'

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## ADMINISTRATION COMMENT

*To be distributed separately*

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- END OF REPORT -

# All Year Round Festival Events

**ITEM 15.14** 12/05/2020  
**Council**

**Council Member**  
Councillor Couros

Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

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## MOTION ON NOTICE

**Councillor Couros will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council

1. Notes that South Australia is a host to many vibrant events and festivals which are an important driver for economic development.
2. Notes that these events run intensely and consecutively from January to March each year.
3. Investigates ways the City of Adelaide can be host to more events that showcase the best of our state's food, wine, fashion, art, music and sport all year round throughout the winter months and includes events and festivals that support not only the CBD but also the North and South parts of the city.
4. Ensures events provide support to all the main streets throughout the city and to be included as part of the recovery.
5. Asks the State Government to help support and fund this initiative to support the business community.'

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## ADMINISTRATION COMMENT

*To be distributed separately*

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- END OF REPORT -



## Christmas in July

**ITEM 15.15** 12/05/2020  
**Council**

**Council Member**  
Councillor Couros

2019/01425  
Public

**Contact Officer:**  
Clare Mockler, Deputy CEO &  
Director Culture

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## MOTION ON NOTICE

**Councillor Couros will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

Investigate the holding of a Christmas in July event, within the City of Adelaide and to include the north and south precinct main streets, to add vibrancy and activation and to provide support to the business community.'

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## ADMINISTRATION COMMENT

1. Prior to Covid-19, Administration had commenced planning a Splash Adelaide series of winter activations throughout the City, titled 'Winter Warmers'. The scope includes the north and south precinct main streets, with a focus on adding vibrancy and activation and providing support to the City's business community.
  - 1.1. The Recovery & Re-imagine project is reviewing our events calendar and is investigating opportunities to accelerate events where possible.
2. If this Motion is supported, and subject to the relaxation of State and Federal Government COVID-19 health and safety regulations, Administration can re-imagine the 'Winter Warmers' project as 'Christmas in July'.

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- END OF REPORT -

# Amendment to Standing Orders

**ITEM 15.16** 12/05/2020  
**Council**

**Council Member**  
Councillor Couros

2018/04066  
Public

**Contact Officer:**  
Mark Goldstone, Chief  
Executive Officer

## MOTION ON NOTICE

**Councillor Couros will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

'That Council:

Requests the CEO to update the order of the Council meeting agenda so that all CEO reports (public and confidential) are listed first, after procedural meeting matters including Deputations. The Council Member business (Lord Mayor's report, Council Member report, Motions and Questions on and without notice) will then be listed following the CEO reports.'

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## ADMINISTRATION COMMENT

1. If the motion is carried then Part 6 of Chapter 7 of the Standing Orders will be updated so the order of business at meetings for ordinary Council Meetings is as follows:
  - Acknowledgement of Country
  - Acknowledgement of Colonel William Light
  - Prayer
  - Apologies and Leave of Absence
  - Confirmation of Minutes
  - Deputations
  - Petitions
  - Recommendation/Advice from Committee/s and Advice from APLA (if required) - public
  - Reports for Council (CEO's Reports) – public
  - Recommendation/Advice from Committee/s and Advice from APLA (if required) - confidential
  - Reports for Council (CEO's Reports) – confidential
  - LM Report
  - Council Member Reports
  - Questions on Notice
  - Questions without Notice
  - Motions on Notice
  - Motions without Notice
  - Closure

2. If the motion is carried then the revised order will apply to the next ordinary meeting of Council on 9 June 2020.

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- END OF REPORT -

# Hutt Street

**ITEM 15.17** 12/05/2020  
**Council**

**Council Member**  
Deputy Lord Mayor (Councillor  
Hyde)

Public

**Contact Officer:**  
Klinton Devenish, Director  
Place

## MOTION ON NOTICE

**Deputy Lord Mayor (Councillor Hyde) will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:**

‘That Council:

1. Notes:
  - a. the recent decision of the City’s Council Assessment Panel to grant approval for a Development Application to the Hutt Street Centre;
  - b. that at the meeting serious questions as to the current and historical compliance of the Centre’s approved land use were raised by objectors and their representors; and,
  - c. that the CAP Members did not feel they were in a position to rule on whether the land use was compliant with one saying *“the representors’ expectations of what this panel is able to decide... in terms of things like land use, behaviour and the operation of the Centre is probably above what we actually can [decide]”*
2. Requests the Administration commission an independent and comprehensive legal review of:
  - a. The current and historical development approvals, particularly the intensity of the land use, of the Hutt Street Centre;
  - b. The impact of the land use on surrounding businesses and residents and council’s responsibility in regulating that impact; and
  - c. Whether an increase in the intensity of the land use has extinguished historical existing use rights under previous approvals.
3. Per the above requests that the review:
  - a. Is undertaken by experienced planning law experts;
  - b. Is completely independent and is conducted at arms’ length from the council staff who made or had influence on the recommendation that went to CAP, from the objectors and from the Centre (including any of their corporate or private supporters)
4. Requests this review is brought back to council for noting in the public agenda, in acknowledgment of the public’s right to know of the lawfulness of the land use at this site.’

# ADMINISTRATION COMMENT

*To be distributed separately*

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- END OF REPORT -

## Exclusion of the Public

**ITEM 17.1** 12/05/2020  
**Council**

**Program Contact:**  
Rudi Deco, Manager  
Governance 8203 7442

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 Agenda.

For the following report of the Audit Committee seeking consideration in confidence

**18.1.1** Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020 [s 90(3) (b), (d), (e) & (i)]

For the following reports for Council (Chief Executive Officer's Reports) seeking consideration in confidence

**18.2.1.** 2019-20 Quarter 3 Commercial Operations Report [s 90(3) (b)]

**18.2.2.** Membership of the Heritage Promotion Advisory Group [s 90(3) (a)]

The Order to Exclude for Items 18.1.1, 18.2.1 & 18.2.2

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) (b), (d), (e) & (i) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.1.1 [Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020] 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 persons with whom the council is conducting business and prejudice the commercial position of the council. The item addresses matters affecting the security and safety of the council, members and employees of the council, and the safety of persons in our community.

The disclosure of information in this presentation could reasonably prejudice the commercial position of the Council as it identifies Council's risk exposure and forecasts the financial impact of the COVID-19 pandemic. It outlines safety and financial measures which have workforce and contractual implications, disclosure of

which at this point in time may confer a commercial advantage on a third party, prejudice the ability for Council to undertake/participate in future discussions or negotiation and prejudice the Council's commercial position and opportunity to discuss or negotiate options yet to be determined by Council at this point in time.

This Item contains certain 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.

More specifically, the disclosure of certain information in this update could reasonably prejudice the commercial position of Council given that it relates to the potential direction for Council's assets and strategic land holdings.

This Item is confidential nature because the report includes information on Council litigation.

The disclosure of information in this report could reasonably be expected to prejudice the outcome of Council's actual litigation.

The Audit Committee 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 relates to actual litigation of council.

#### Public Interest

The Audit Committee 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 in the matter of its medium and long-term response to the COVID-19 pandemic. The disclosure of scenarios related to Council's commercial position may severely prejudice Council's ability to discuss/participate or influence proposals for the benefit of the Council and the community. Disclosure of the safety and financial measures which have workforce and contractual implications may further cause unnecessary concern to members of the community and employees of the council.

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 given that information within this update relates to the potential future direction for Council's assets and strategic land holdings. The release of such information may confer a commercial advantage on a third party and severely prejudice the Council's ability to maximise opportunity for the benefit of the Council and the community in this matter.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 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 [Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020] 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) (b), (d), (e) & (i) 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) (b) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.2.1 [2019-20 Quarter 3 Commercial Operations Report] 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 confidential as it includes commercial information of a confidential nature where consideration in confidence is sought to protect the commercial position of the council and the operating position of Council's business entities operating in a competitive market place prior to the effective date of 30 June 2020.

The disclosure of information in this report to competitors in advance may be to Council's commercial detriment.

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 to competitors in advance may be to Council's commercial detriment.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 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 [2019-20 Quarter 3 Commercial Operations Report] 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) (b) of the Act.

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## ORDER TO EXCLUDE FOR ITEM 18.2.2

THAT COUNCIL:

1. Having taken into account the relevant consideration contained in s 90(3) (a) and s 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 18.2.2 [Membership of the Heritage Promotion Advisory Group] 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 confidential as it contains personal information about the nominees for membership of the Heritage Promotion Advisory Group.

Ensuing discussion could result in further disclosure of personal affairs which if discussed in public could be unreasonable.

2. Pursuant to s 90(2) of the *Local Government Act 1999 (SA)*, this meeting of the Council dated 12/5/2020 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 [Membership of the Heritage Promotion Advisory Group] 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) (a) of the Act.
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## 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 - Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020
    - 6.1.1 Is subject to Existing Confidentiality Orders dated 17/4/2020 & 1/5/2020.
    - 6.1.2 The grounds utilised to request consideration in confidence is s 90(3) (b), (d), (e) & (i)
      - (b) information the disclosure of which—
        - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
        - (ii) would, on balance, be contrary to the public interest;
      - (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
      - (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
  - 6.2 Information contained in Item 18.2.1 – 2019-20 Quarter 3 Commercial Operations Report
    - 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) (b)

(b) information the disclosure of which—

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- (ii) would, on balance, be contrary to the public interest;

6.3 Information contained in Item 18.2.2 - Membership of the Heritage Promotion Advisory Group

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) (a)

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

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## ATTACHMENTS

Nil

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- END OF REPORT -

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Confidential Item 18.1.1

Advice/Recommendation of the Audit Committee – 17/4/2020 & 1/5/2020

Section 90 (3) (b), (d), (e) & (i) of the *Local Government Act (SA) 1999*

Pages 106 to 109

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Confidential Item 18.2.1

2019-20 Quarter 3 Commercial Operations Report

Section 90 (3) (b) of the *Local Government Act (SA) 1999*

Pages 110 to 121

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Confidential Item 18.2.2

Membership of the Heritage Promotion Advisory Group

Section 90 (3) (a) of the *Local Government Act (SA) 1999*

Pages 122 to 129

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