

CITY OF WEST TORRENS



Minutes

of the

**CORPORATE PLANNING, POLICY AND
PERFORMANCE PRESCRIBED COMMITTEE**

of the

CITY OF WEST TORRENS

held in the Mayor's Reception Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 12 JULY 2016
at 6.30 PM**

**Terry Buss
Chief Executive Officer**

City of West Torrens Disclaimer

Please note that the contents of this Committee Minutes have yet to be considered by Council and Committee recommendations may be altered or changed by the Council in the process of making the formal Council decision.

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1. MEETING OPENED

The Presiding Member declared the meeting open at 6.30pm.

1.1 Evacuation Procedure

The evacuation procedures were taken as read.

2. PRESENT

Committee Members:

Cr J Woodward (Presiding Member)

Mayor John Trainer

Councillors: R Haese, C O'Rielley, K McKay, M Hill, and A Mangos.

Officers:

Mr T Buss (Chief Executive Officer)

Ms P Koritsa (GM Business and Community Services)

Ms L Johnson (Manager - Business Services - Acting)

3. APOLOGIES

Leave of Absence

Cr Dua

RECOMMENDATION

That the apologies be received.

COMMITTEE DECISION

MOVED Cr Mangos SECONDED Cr McKay that the recommendation be adopted.

CARRIED

4. DISCLOSURE STATEMENTS

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Corporate Planning, Policy and Performance Committee held on 8 March 2016 be confirmed as a true and correct record.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr O'Rielley that the recommendation be adopted.

CARRIED

6. COMMUNICATIONS BY THE CHAIRPERSON

Nil

7. REPORTS OF THE CHIEF EXECUTIVE OFFICER

7.1 Elected Member Records Management Policy Review

The *Council Policy - Elected Member Records Management* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Elected Member Records Management* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Elected Member Records Management*.

COMMITTEE DECISION

MOVED Cr Mangos SECONDED Cr McKay that the *Council Policy - Elected Member Records Management* be deferred to the September 2016 meeting of the Committee in order for the Administration to:

1. Further define the difference between an official record and a record under 'definitions'
2. Clarify whether notes taken by Elected Members at meetings i.e. Council Meetings, constitute an official record and so are required to be forwarded to the Information Management Unit (IMU). If not then this to be included in the list of exclusions to official records under 'definitions'
3. Further define the terms ephemeral and transitional under 'definition'.

CARRIED

The CEO agreed to follow up with Information Services on increasing the email memory for Elected Members.

7.2 Elected Member - Recognition of Service Policy Review

The *Council Policy - Elected Member - Recognition of Service* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Elected Member - Recognition of Service* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Elected Member - Recognition of Service*.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Hill that:

1. The revised *Council Policy - Elected Member - Recognition of Service* be approved subject to the Policy clauses will now read:
 - 5.1.1 *On the completion of service by a Mayor, Council will show its appreciation by adding the Mayor's name to the relevant service board.*
 - 5.1.2 *On the completion of service by an Elected Member, CWT will show its appreciation through a certificate of service presented at a Council meeting.*
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Elected Member - Recognition of Service*.

CARRIED

The CEO agreed to follow up with the LGA on the recognition of Cr McKay's 10 years of service as an Elected Member.

7.3 Order Making Policy Review

The *Council Policy - Order Making* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that the revised *Council Policy - Order Making* be approved for public consultation.

COMMITTEE DECISION

MOVED Cr O'Rielly SECONDED Cr Mangos that the recommendation be adopted.

CARRIED

7.4 Graffiti Management Policy Review

The *Council Policy - Graffiti Management* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Graffiti Management* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Graffiti Management*.

COMMITTEE DECISION

MOVED Cr O'Rielley SECONDED Cr Hill that:

1. The revised *Council Policy - Graffiti Management* be approved subject to the following amendments:
 - Clause 5.8 to read:
To involve the local community as partners in reducing graffiti by liaising with schools, other councils.....
 - Clause 1.2 to read:
As a deterrent, the City of West Torrens seeks to minimise the incidence of graffiti on both public and private property by removing graffiti as quickly as possible including, when practical, via engagement with the local community as partners.
 - Clause 5.4 to read:
The removal of graffiti by Council may be conducted by an employee of the Council, or another person duly authorised by the Council, using environmentally sustainable methods to minimise harm to the environment.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Graffiti Management*.

CARRIED

7.5 Libraries Policy Review

The *Council Policy - Libraries* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Libraries* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Libraries*.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Hill that the recommendation be adopted.

CARRIED

7.6 Council Suppers Policy Review

The *Council Policy - Council Suppers* was subject to a scheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Council Suppers* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Council Suppers*.

COMMITTEE DECISION

MOVED Cr O'Rielly SECONDED Cr McKay that the Committee recommends to Council that the *Council Policy - Council Suppers* be revoked.

CARRIED

7.7 Provision of Council Gifts Policy Review

The *Council Policy - Provision of Council Gifts* was subject to an unscheduled review and presented to the Corporate Planning, Policy and Performance Prescribed General Committee for its consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The revised *Council Policy - Provision of Council Gifts* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Provision of Council Gifts*.

COMMITTEE DECISION

MOVED Cr O'Rielly SECONDED Cr Mangos that:

1. The revised *Council Policy - Provision of Council Gifts* be approved subject to:
 - Adding the words '*and subsequent*' between the words '100th' and 'birthday' to Clause 5.8.1
 - Clause 5.7.4 to read:
The Chief Executive Officer is authorised to purchase a Civic Gift...
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to ensure the currency of the *Council Policy - Provision of Council Gifts*.

CARRIED

7.8 Underdale and Torrensville Urban Employment Zone Development Plan Amendment Statement of Intent

This report presented a draft revised Statement of Intent for the Underdale and Torrensville Residential/Industry Interface Development Plan Amendment (DPA) as requested by the Minister for Planning.

RECOMMENDATION(S)

The Committee recommends to Council that the Statement of Intent (SOI) is endorsed and submitted to the Minister for Planning for formal agreement to initiate a Development Plan Amendment, subject to any minor changes of an editorial or technical nature.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Haese that the recommendation be adopted subject to the Statement of Intent being amended to identify the correct consultation process to be used, i.e. B1 or B2, prior to submission to the Minister for Planning.

CARRIED

7.9 Annual Service Plans 4th Quarter 2015/16 Progress Update

This report presented the 4th quarter review of the 2015/16 annual service plans and progress in the delivery of Council's Community Plan.

RECOMMENDATION(S)

The Committee recommends to Council that the:

1. Annual Service Plans 4th Quarter Progress Report 2015/16 be received, and
2. Requests to defer incomplete actions from the 2015/16 service plans to the 2016/17 service plans are approved, as detailed within the report.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Mangos that the recommendation be adopted.

CARRIED

The CEO agreed to include a revised forecast target date under overdue actions.

7.10 2016/17 Departmental Annual Service Plans Update

This report provided information on changes made to the approved 2016/17 Departmental Annual Service Plans as a result of budget changes.

RECOMMENDATION(S)

The Committee recommends to Council that this report be received.

COMMITTEE DECISION

MOVED Cr Mangos SECONDED Cr Hill that the recommendation be adopted.

CARRIED

7.11 Progress on Implementing Council Decisions

This report provided an update on outstanding Council and Committee resolution actions.

RECOMMENDATION(S)

The Committee recommends to Council that the report be received.

COMMITTEE DECISION

MOVED Cr McKay SECONDED Cr Haese that the recommendation be adopted subject to the removal of the action related to the Proposed Light Rail Link from the Adelaide CBD to the Airport on the basis that this has been superseded by the announcement of the AdeLINK (Light Rail) Scoping Study.

CARRIED

8. OUTSTANDING REPORTS/ACTIONS

Nil

9. OTHER BUSINESS

Nil

10. NEXT MEETING

13 September 2016, 6.30pm in the Mayor's Reception Room.

11. MEETING CLOSE

The Presiding Member declared the meeting closed at 7.37pm.