

CITY OF WEST TORRENS



# Notice of Committee Meeting

**NOTICE IS HEREBY GIVEN** in accordance with Sections 87 and 88 of the  
Local Government Act 1999, that a meeting of the

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

Members: Councillor C O'Rielly (Presiding Member), Mayor J Trainer  
Councillors: G Palmer, G Nitschke, K McKay, M Farnden, M Hill, A Mangos

**of the**

**CITY OF WEST TORRENS**

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

**on**

**TUESDAY, 14 NOVEMBER 2017  
at 6.30pm**

**Terry Buss  
Chief Executive Officer**

### **City of West Torrens Disclaimer**

Please note that the contents of this Committee Agenda 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****1.1 Evacuation Procedures****2 PRESENT****3 APOLOGIES****4 DISCLOSURE STATEMENTS**

Committee Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

**5 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the Minutes of the meeting of the Corporate Planning, Policy and Performance Prescribed Committee held on 9 May 2017 and 11 July 2017 be confirmed as a true and correct record.

**6 COMMUNICATION BY THE CHAIRPERSON**

## **7 REPORTS OF THE CHIEF EXECUTIVE OFFICER**

### **7.1 Policy Review Schedule 2017/18**

#### **Brief**

This report provides a detailed Council Policy Review Schedule for 2017/18 and is 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 status of all Council policies and associated documents as at 1 August 2017 be received and noted;
2. The Policy Review Schedule for 2017/18 be approved.

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#### **Introduction**

There are currently seventy-seven (77) approved and active Council policies and associated documents governing the functions, practices or responsibilities of Council. These documents include:

- Council policies
- Codes
- Terms of Reference
- By-Laws

This report details the status of the above documents as at 1 August 2017 including the review schedule for 2017/18 (**Attachment 1**).

#### **Discussion**

Of the seventy-seven (77) active policies and documents, seven (7) are overdue as at 25 August 2017. The overdue policies, shown in Attachment 1 in red, are:

1. Capitalisation of Assets Policy
2. Impairment of Assets Policy
3. Liquor Licensing Policy
4. Revaluation of Assets Policy
5. Treasury (Debt Management) Policy
6. Urban Verge Management Policy
7. Urban Tree Management Policy.

Details of the anticipated completed review dates for these policies are detailed in Attachment 1.

An additional nine (9) Council policies are scheduled for review between 1 August 2017 and 31 July 2018 as follows:

1. Building Inspection Policy
2. Natural Environment Policy
3. Elected Members Electronic Communications Facilities Policy
4. Annual Budget Policy
5. Asset Naming Policy
6. Public Consultation Council Policy
7. Animal Nuisance Complaints Policy
8. Food Act Inspections and Auditing Fees Policy
9. Waste Minimisation and Recycling Services Policy



The attached Policy Review Schedule contains the following information:

Document Headings	Commentary
<b>Department</b>	<p>This is the department responsible for managing the policy. Generally this is the implementing department. However, there is significant overlap between divisions in the management of some of these policies/documents which means no one document/policy is solely managed or reviewed by one department or division prior to presentation to the Committee. Occasionally, the responsible department named in a document/policy will change during the review as the scope is amended.</p> <p>The Strategy and Business department, via the Governance Unit provides oversight, input and co-ordinates all policy/document reviews.</p>
<b>Policy Name</b>	This is the current policy/document name (the names of policies and documents are often amended throughout a policy review process to final approval by Council).
<b>Review Date</b>	The year in which the policy must be reviewed.
<b>Type of Policy</b>	This column details whether the policy or document is a Policy, a Code, a Terms of Reference (TOR) or a By-Law.
<b>Current Status as at 1 August 2017</b>	<p>This column details the status of a policy or document, as at 1 August 2017.</p> <p>The categories within this column are:</p> <ul style="list-style-type: none"> <li>• <b>In Date</b> - as at 1 August 2017.</li> <li>• <b>Overdue (shaded in red)</b> - as at 1 August 2017.</li> </ul>
<b>Scheduled Review for 2017/18</b>	<p>The categories within this column are:</p> <ul style="list-style-type: none"> <li>• <b>Review</b> - the policy/document is likely to retain the same name, scope and purpose with information being reviewed to ensure currency, consistency and relevance.</li> <li>• <b>Revoke</b> - the policy/document is outdated or redundant and information is incorporated elsewhere.</li> </ul>
<b>Comments</b>	This column provides additional information from the Administration in relation to a policy or document review.

## Conclusion

This report presents an overview of the status of all Council policies and associated documents as at 1 August 2017 along with the proposed Policy Review Schedule for 2017/18 which comprises a review of nine (9) Council policies/documents.

## Attachments

### 1. Policy Review Schedule 2017/2018

## Policy Review Schedule 2017/2018

Department	Policy Name	Review Date	Type of Policy	Current Status as at 1 August	Scheduled Reviews for 2017/18	Comments
City Assets	Asset Management Policy	04/03/2019	Council	In Date		
City Assets	Kerbside House Numbering Policy	04/11/2019	Council	In Date		
City Assets	Memorials Policy	01/03/2022	Council	In Date		
City Assets	Urban Verge Management Policy	06/03/2017	Council	Overdue	Review	
City Development	Building Inspection Policy	03/05/2018	Council	In Date	Review	
City Development	Liquor Licensing Policy	01/11/2016	Council	Overdue	Review	Pending legislative change
City Operations	Fleet Management Policy	05/11/2018	Council	In Date		
City Operations	Graffiti Management Policy	19/07/2021	Council	In Date		
City Operations	Urban Tree Management Policy	04/03/2013	Council	Overdue	Review	Draft Document Completed
Community Services	Children and Vulnerable Persons Safety Policy	01/11/2021	Council	In Date		
Community Services	Grants, Sponsorship and Donations Program Policy	15/11/2021	Council	In Date		
Community Services	Libraries Policy	19/07/2021	Council	In Date		
Executive	Audit and Risk Prescribed General Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Building Fire Safety Committee Terms of Reference	08/07/2019	TOR	In Date		
Executive	By Law 1 - Permits and Penalties	01/03/2024	By Law	In Date		
Executive	By Law 2 - Local Government Land	01/03/2024	By Law	In Date		
Executive	By Law 3 - Roads	01/03/2024	By Law	In Date		
Executive	By Law 4 - Moveable Signs	01/03/2024	By Law	In Date		
Executive	By Law 5 - Dogs	01/03/2024	By Law	In Date		
Executive	Chief Executive Officer's Review Prescribed General Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Civic Non-Prescribed General Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Code of Conduct - Development Assessment Panel	06/11/2017	Code	In Date	Review	Replace by Code of Conduct - Council Assessment Panel
Executive	Code of Practice - Access to Meetings and Documents	01/11/2019	Code	In Date		
Executive	Code of Practice - Procedures at Meetings	24/04/2022	Code	In Date		
Executive	Community Facilities Prescribed General Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Corporate Planning, Policy and Performance Prescribed General Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Council Reception Room - Richmond Oval Policy	15/03/2021	Council	In Date		
Executive	Elected Member - Recognition of Service Policy	19/07/2021	Council	In Date		
Executive	Elected Member Gifts, Benefits and Hospitality Reporting Policy	21/07/2020	Council	In Date		
Executive	Elected Members Allowances, Facilities, Support and Benefits Policy	17/11/2019	Council	In Date		
Executive	Elected Members Attendance at Conferences Policy	24/04/2022	Council	In Date		
Executive	Elected Members Electronic Communications Facilities Policy	06/11/2017	Council	In Date	Review	
Executive	Elected Members Records Management Policy	20/09/2021	Council	In Date		
Executive	Elected Members Training and Development Policy	17/03/2020	Council	In Date		
Executive	Finance and Regulatory Prescribed Standing Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Flags Policy	21/03/2022	Council	In Date		
Executive	Fraud and Corruption Prevention, Control, Reporting and Investigation Policy	02/09/2019	Council	In Date		
Executive	Governance Prescribed Standing Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Internal Review of Council Decisions Policy	21/03/2021	Council	In Date		
Executive	Mendelson Foundation Support Policy	21/03/2022	Council	In Date		
Executive	Public Comment Policy	17/03/2020	Council	In Date		
Executive	Strategy and Community Prescribed Standing Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Urban Services Prescribed Standing Committee Terms of Reference	30/11/2018	TOR	In Date		
Executive	Whistleblowers Policy	17/05/2021	Council	In Date		
Financial Services	Annual Budget Policy	02/07/2018	Council	In Date	Review	
Financial Services	Capitalisation of Assets Policy	03/06/2017	Council	Overdue	Review	Completion by 30 November 2017
Financial Services	Impairment of Assets Policy	06/03/2017	Council	Overdue	Review	Completion by 30 November 2017
Financial Services	Investment Policy	20/09/2021	Council	In Date		
Financial Services	Mendelson Foundation Investments Policy	04/11/2019	Council	In Date		
Financial Services	Rate Rebates, Remissions and Postponement Policy	21/07/2020	Council	In Date		
Financial Services	Revaluation of Assets Policy	06/03/2017	Council	Overdue	Review	Completion by 30 November 2017
Financial Services	Treasury (Debt Management) Policy	06/03/2017	Council	Overdue	Review	Completion by 30 November 2017
Regulatory Services	Advertising on Council Land and Related Public Infrastructure Policy	02/05/2022	Council	In Date		
Regulatory Services	Animal Nuisance Complaints Policy	04/09/2017	Council	In Date	Review	To be revoked November CPPP
Regulatory Services	Expiation Notice Decision Review Policy	15/03/2021	Council	In Date		
Regulatory Services	Food Act Inspections and Auditing Fees Policy	02/07/2018	Council	In Date	Review	
Regulatory Services	Impoundment of Vehicles Policy	17/05/2021	Council	In Date		

## Policy Review Schedule 2017/2018

Regulatory Services	Order Making Policy	20/09/2020	Council	In Date	Review	Incorporation of Legislative Change
Regulatory Services	Parking Permits and Exemption Policy	15/09/2020	Council	In Date		
Regulatory Services	Use of Public Footpaths and Roads for Business Purposes Policy	01/03/2022	Council	In Date		
Regulatory Services	Waste Minimisation and Recycling Services Policy	04/09/2017	Council	In Date	Review	
Strategy and Business	Natural Environment Policy	02/07/2018	Council	In Date	Review	
Strategy and Business	Asset Naming Policy	05/03/2018	Council	In Date	Review	
Strategy and Business	Customer Complaints Policy	15/03/2021	Council	In Date		
Strategy and Business	Development Assessment Panel Delegations Policy	20/09/2021	Council	In Date		
Strategy and Business	Elections Period Caretaker Policy	01/07/2019	Council	In Date		
Strategy and Business	Enterprise Risk Management Policy	19/05/2020	Council	In Date		
Strategy and Business	Found Property Policy	04/03/2019	Council	In Date		
Strategy and Business	Informal Gatherings and Discussions Policy	15/11/2021	Council	In Date		
Strategy and Business	Ombudsman Enquiries and Investigations Policy	20/09/2021	Council	In Date		
Strategy and Business	Provision of Council Gifts Policy	19/07/2021	Council	In Date		
Strategy and Business	Reporting and Investigating Council Member Code of Conduct Complaints	02/09/2019	Council	In Date		
Strategy and Business	Public Consultation Council Policy	02/07/2018	Council	In Date	Review	
Strategy and Business	Social Media Use and Management Policy	17/05/2021	Council	In Date		
Strategy and Business	Talking Points Policy	17/11/2020	Council	In Date		
Strategy and Business	Procurement Council Policy	21/07/2020	Council	In Date		
Strategy and Business	Sale and Disposal of Assets Policy	21/07/2020	Council	In Date		

## 7.2 Review of Council Policy - Order Making

### Brief

The *Council Policy - Order Making* has been subject to a review due to legislative change and is 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:

1. That having given consideration to the nature of the changes to the *Council Policy - Order Making* that the Policy not proceed to public consultation
2. That the revised *Council Policy - Order Making* be considered and approved.

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### Introduction

The *Local Nuisance and Litter Control Act 2016* (LNLC Act) received assent in May 2016 and has had a staged commencement with the litter provisions commencing on 1 February 2017 and the local nuisance provisions commencing on 1 July 2017.

The Act amends sections of the *Local Government Act 1999* (LG Act) that relate to the power to make orders, which in turn has resulted in a need to review the *Council Policy - Order Making* (Policy).

While the Policy is presented to the Committee for consideration, as the Policy is required by statute, it is required to be considered and approved by Council.

### Discussion

The *Council Policy - Order Making* has been reviewed to ensure that it is consistent with the recent legislative changes to the LG Act. The purpose of the Policy is to enable Council to make particular orders with regard to local nuisance complaints on private land in order to facilitate a safe and healthy environment, improve the amenity of a locality and generally enhance good government throughout the City.

The clauses of the Policy which deal with unsightly land and animals that may cause a nuisance or hazard have been removed from the Policy as shown at **Attachment 1** as these provisions are now contained within the LNLC Act.

Clause 5.2.8 of the Policy was also amended to remove the term 'natural justice' as this was duplicated by the use of the term 'procedural fairness' which is the more contemporary term.

Section 259(5) of the LG Act requires Council to undertake public consultation on any alteration or substitution of the Policy unless the Council determines that the alteration or substitution is of a minor significance and would attract little or no community interest.

As the amendments are as a result of legislative change and the provisions removed from the Policy are enforceable under the LNLC Act, it is believed that the changes would attract little or no community interest. Therefore, it is proposed that it be recommended to Council that there is no need for a public consultation process in this instance.

### Conclusion

The Council Policy has been reviewed as a result of legislative amendment as is required to be considered by Council for approval.

## **Attachments**

### **1. Council Policy - Order Making**

**Council Policy:**  
**Order Making**

<b>Classification:</b>	Council Policy	
<b>First Issued:</b>	1 August 2000	
<b>Dates of Review:</b>	2008, 2010, 2016, 2017	
<b>Version Number:</b>	5	
<b>Objective ID :</b>	A1965205	
<b>Next Review Due:</b>	<del>September 2017</del> 2022	
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999 (SA)</a> <a href="#">Local Government (General) Regulations 2013 (SA)</a>	
<b>Related Policies or Corporate Documents:</b>	<a href="#">Registers of Delegations</a> <a href="#">Expiation Notice Decision Review Policy</a> <a href="#">Internal Review of Council Decisions Policy</a>	
<b>Associated Forms:</b>		
<b>Note:</b>	<p>Council is required to have an Order Making Policy in accordance with Section 259 of the <i>Local Government Act 1999</i>.</p> <p>This policy must also undergo at least 4 weeks public consultation prior to endorsement by Council.</p> <p>Any alteration or substitution of this policy with a new policy will require public consultation, unless the Council determines that the alteration or substitution is only a minor significance and would not attract little or no community interest.</p>	
<b>Responsible Manager:</b>	<b>Manager Regulatory Services</b>	
<b>Confirmed by General Manager:</b>	General Manager Corporate & Regulatory Services	Date
<b>Approved by Executive:</b>		Date
<b>Endorsed by Council:</b>		Date

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City of West Torrens Council Policy - Order Making

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City of West Torrens Council Policy - Order Making

**Council Policy - Order Making****1. Introduction**

- 1.1 The City of West Torrens (Council) has order making powers under provisions of the *Local Government Act 1999* (the Act) which can be used to facilitate a safe and healthy environment, improve the amenity of a locality and generally enhance good government throughout the City.
- 1.2 This policy is prepared and adopted pursuant to Section 259 of the Act.

**2. Purpose**

- 2.1 This policy must be taken into account in any exercise of the Council's order making powers.
- 2.2 Orders can be issued by Council to direct certain persons, including owners or occupiers of private land, to take action required to resolve issues covered by provisions of the Act.
- 2.3 Orders can also be made pursuant to Council by-laws and other legislation.

**3. Scope**

- 3.1 This policy sets out the principles and processes that Council and its officers acting under delegated authority will consider in the making of orders.
- 3.2 This policy applies to all owners or occupiers of land within the City.
- 3.3 This policy applies to the making of orders under the following sections of the Act:

**3.3.1 Section 254 - Power to Make Orders**

Section 254 empowers the Council to order a person to do, or refrain from doing, a thing under certain circumstances. Relevant grounds for orders include:

- ~~Unightly condition of land,~~
- Hazards on land adjoining a public place,
- ~~Animals, whether dead or alive, that may cause a nuisance or hazard (includes birds and insects), and~~
- Inappropriate use of a caravan or vehicle as a place of habitation.

**Commented [VD1]:** Definition to be removed as this is now dealt with in LNL Act 2016

**Commented [VD2]:** Definition removed as animals now dealt with in LNL Act 2016

**3.3.2 Section 216 - Power to Order Private Road Owners to Carry out Roadwork**

Section 216 empowers the Council to order an owner of a private road to undertake specified roadwork.

**3.3.3 Section 218 Power to Order Adjoining Land Owner to Carry out Work**

Section 218 empowers the Council to order an owner of adjoining land to carry out specified work.

**3.3.4 Circumstances which warrant orders are set out in Appendix 1.**

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City of West Torrens Council Policy - Order Making

- 3.4 Additionally, in its absolute discretion, the Council may apply principles in this policy to the making of orders under Section 217 of the Act. Some circumstances which warrant orders under the provision are set out in Appendix 2.

#### 4. Definitions

- 4.1 **Amenity** means any quality, condition or factor that makes or contributes to making the locality harmonious, pleasant or enjoyable.
- 4.2 **City** means the area within the boundaries of the Council.
- 4.3 **Service** is an approved method of delivery of a document on a person.

#### 5. Principles

- 5.1 Whenever possible, reasonable steps will be taken to have work undertaken or to resolve relevant circumstances by negotiation with or educating the person involved before considering the issue of an order.
- 5.2 The following factors will be considered before order making powers are used:
- 5.2.1 The severity or seriousness of an incident.
- 5.2.2 The extent of hazard/danger posed to the community.
- 5.2.3 The nature and level of risk to community health or safety.
- 5.2.4 The impact on the environment.
- 5.2.5 The level of detraction from the amenity of the locality.
- 5.2.6 The nature of an occurrence, including the frequency, duration and prior history of incidents.
- 5.2.7 The likely success of alternative approaches, such as negotiation, education, mediation, warnings or collaboration.
- 5.2.8 The principles of ~~natural justice~~ (or procedural fairness) to ensure that decision-making is fair and reasonable. Depending on the circumstances, this could require a decision-maker to:
- Inform persons who are expected to be affected or have an interest in the matter,
  - Provide such persons with a reasonable opportunity to be heard,
  - Consider any submissions received,
  - Make reasonable inquiries and ensure that decisions are based on findings of fact, sound reasoning and relevant evidence,
  - Act fairly and without bias, which will include ensuring that no person decides a case in which they have direct interest,
  - Address matters promptly.

Commented [VD3]: Contemporary term is procedural fairness

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City of West Torrens Council Policy - Order Making

However, in accordance with Section 255(13) of the Act, the Council is not required to comply with any other procedure or to hear from any other person except as provided under the statutory procedure.

5.2.9 The level of evidence to warrant and support any action.

5.2.10 Opportunities to take action under alternative legislation.

5.2.11 The availability of a more appropriate response by the Council.

5.3 The issue of orders is at the absolute discretion of Council. The Council is required by Section 259(8) of the Act to deal with each particular case on its merits.

## 6. Process

### 6.1 Circumstances Exempt from this Process

In the event that the Council considers that relevant circumstances or an activity constitutes or is likely to constitute:

- a threat to life, or
- an immediate threat to public health or safety, or
- an emergency situation, and

immediate action is required,

it may, in accordance with Section 255(12) of the Act, make an order without undertaking the notification process outlined in this policy, and may require immediate compliance.

### 6.2 Prior to Making an Order

Except in the case of an emergency described above, Council will take reasonable steps, to resolve relevant circumstances by negotiation and agreement. Steps could involve:

- personal visit(s), telephone call(s),
- letter(s) detailing the complaint and requiring action to resolve a matter within a reasonable timeframe.

If the steps above do not result in a satisfactory outcome, the formal order making process may be initiated. This will include a notice of intention to issue an order detailing the information required by section 255 of the Act.

Council will take reasonable steps to serve a person personally with a notice (including a proposed order). If the person to whom the notice is directed is not the owner of the relevant land, the Council will take reasonable steps to also serve the property owner with a copy of the notice.

6.2.1 Acceptable means of service are defined within section 279 of the *Local Government Act 1999* as being given to the person:

- (a) personally; or
- (b) by leaving it at the last residential or business address of the person known to the Council (including, in the case of a corporation, the registered address of the corporation); or

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- (c) by post addressed to the person at the last residential or business address of the person known to the Council; or
  - (d) by leaving it in the letter box to which the document could be sent under paragraph (c); or
  - (e) by a means indicated by the person as being an available means of service (such as by facsimile transmission or by delivering it, addressed to the person, to the facilities of a document exchange); or
  - (f) if the document is to be served on a person as the owner of land, the land is unoccupied, and the identity or address of the owner is unknown to the Council - by placing the document on a conspicuous part of the land; or
  - (g) by any means provided for service of the document by another Act or law.
- 6.2.2 If a document must be served on the owner or occupier of land and there is more than one owner or occupier, it is sufficient if the document is served on any owner or occupier (and not on all owners or occupiers).
- 6.2.3 If a person has actual or ostensible authority to accept service of a document on behalf of another, the document may be served on that person as if that person were the other person.
- 6.3 Notice of a proposed order will include:
- 6.3.1 The proposed action, including the terms of the proposed order, and the time period within which compliance with the order is required;
  - 6.3.2 Reason(s) for the proposed action; and
  - 6.3.3 Penalties for non-compliance with the proposed order; and
  - 6.3.4 An opportunity for the person to respond in writing to the proposed order within a specified timeframe.
- 6.4 The time specified for compliance in the notice (or order) may vary due to the nature of the defect, the potential for hazard or injury to others and the effect on the environment. Generally, the following time periods will apply:

Section	Offence	Written Notice Compliance Period	Order Compliance Period
<del>254</del>	<del>Unightly condition of land</del>	<del>14 days</del>	<del>Not less than 7 days nor more than 21 days</del>
254	Hazards on lands adjoining public places	Not less than 48 hours nor more than 14 days	Not less than 48 hours nor more than 21 days
<del>254</del>	<del>Animals that may cause a nuisance or hazard</del>	<del>Not less than 24 hours nor more than 7 days</del>	<del>Not less than 24 hours nor more than 21 days</del>
254	Inappropriate use of vehicle	14 days	Not less than 48 hours nor more than 21 days
216	Carry out repair / maintenance roadwork	14 days	Not less than 7 days nor more than 21 days
217	Carry out repair or maintenance to road infrastructure	14 days	Not less than 7 days nor more than 21 days
217	Move road infrastructure / equipment to allow council to carry out roadwork	14 days	Not less than 7 days nor more than 21 days
218	Carry out construction, removal or repair of a crossing place to a road	14 days	Not less than 7 days nor more than 21 days

**Commented [VD4]:** Unsightly conditions of land are included at section 3 of the LNL Act

**Commented [VD5]:** Nuisance removed as covered by LNL Act

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- 6.5 Notice of the proposed order is intended to provide an opportunity for the person to:
- 6.5.1 Remedy the defect, or
  - 6.5.2 Make representations to the appropriate person to take action, or
  - 6.5.3 Make representations to the Council explaining why the proposed action should not be taken, or any mitigating circumstances.
- 6.6 In the event that a defect is remedied within the specified time period, no further action will be taken.
- 6.7 Considering Representations
- The Council may, after considering any representations about a proposed order:
- 6.7.1 Make an order in accordance with the terms of the original proposal; or
  - 6.7.2 Make an order with modifications from the terms of the original proposal (without a requirement to provide further notice before making the modified order); or
  - 6.7.3 Determine not to proceed to make an order.
- 6.8 Making an Order
- The order must be made in writing, and will include:
- 6.8.1 The action required, including the reasons for the action;
  - 6.8.2 The terms of the order;
  - 6.8.3 The time period within which compliance with the order will be required;
  - 6.8.4 Penalties for non-compliance with the order, and the ability of Council to take the action required by the order and recover the reasonable costs and expenses of taking that action as a debt from the person; and
  - 6.8.5 A detailed statement of the review rights available to the person, in accordance with Regulation 30 (1) of the *Local Government (General) Regulations 2013*.
  - 6.8.6 A statement about the ability of the Council to vary or revoke the order if satisfied that it is appropriate to do so.
- 6.9 An order, upon issue, may:
- 6.9.1 Include two or more orders in the same instrument, or
  - 6.9.2 Direct two or more persons to do something specified in the order jointly.
- 6.10 An order must be served by the Council on the person to whom it is addressed. If the person to whom the order is directed is not the owner of the land, the Council must take reasonable steps to serve a copy of the order on the owner of the land.
- 6.10.1 The acceptable means of service detailed at clause 6.2.1 apply in respect of the service of orders.

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| City of West Torrens Council Policy - Order Making

6.11 If the land is owned or occupied by more than one person the order is not invalidated if it is not directed to all the owners or occupiers.

6.12 The Council may vary any order or revoke any order it sees fit.

## **7. Action for Non-Compliance with an Order**

7.1 Action may be taken as follows if there is non-compliance with the requirements of an order:

- Council may impose statutory penalties, by way of a fine or an expiation fee, in accordance with the Act.
- Council may take the action required by the order itself.
- Council may recover the reasonable costs and expenses incurred in taking the action required in the order as a debt from the person who failed to comply with the order, in accordance with Section 257 of the Act. The person will be given notice in writing of a fixed period within which to pay the debt; being no less than 28 days from the date of the notice.
- Failure to pay the debt will result in interest being accrued and a charge may be imposed on the land for the unpaid amount including interest.

## **8. Rights of Review**

8.1 A person served with an order has a right to appeal. Any such appeal must be lodged to the District Court within 14 days of the order being served.

8.2 The operation of an order continues pending the determination of an application for review unless the District Court, or the Council, makes an interim order suspending its operation.

8.3 The District Court has the power, if satisfied that it is appropriate and just in the circumstances to do so, to vary or set aside an order.

## **9. Responsibilities**

9.1 This policy will be administered by staff with delegated authority under provisions of the Act.

## **10. Access**

10.1 This policy is available for public inspection at the Civic Centre, 165 Sir Donald Bradman Drive, Hilton during normal office hours, and on the Council's web-site.

10.2 A copy of this policy may be purchased for a fee to be determined annually by Council.

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## Appendix 1 Circumstances to which Order Making Policy will apply

The matters to which this Policy applies are set out below. The matters are stated in general terms with particular examples for illustration. These examples are not intended to be an exhaustive list of the circumstances in which the Policy will apply. They are included to assist the community to understand the purpose and intent of this Policy and the way in which it will be applied.

To do or to refrain from doing what?	In what circumstances?	To whom?	Example(s) of relevant circumstances:
<b>Section 254: Unsightly condition of land</b>			
To take action considered by the council to be necessary to ameliorate an unsightly condition;	Land, or structure or object on land, is unsightly and detracts significantly from the amenity of the locality in which the land is situated;	The owner or occupier of the land;	<i>The storage or keeping, in a visually-obtrusive location, of building materials, disused car bodies, machinery or other articles.</i> <i>A partially completed or partially demolished building / structure that that has been in that state for more than 6 months and is visually obtrusive.</i>
<b>Section 254: Hazard on lands adjoining a public place</b>			
To fence, empty, drain, fill or cover land (including land on which there is a building or other structure).	A hazard exists that is, or is likely to become, a danger to the public.	The owner or occupier of the land.	<i>Where a dangerous fence (eg. barbed wire) adjoins any road, community land or public place.</i>
To remove overgrown vegetation, cut back overhanging branches, or to remove tree.	The vegetation, branches or tree create, or are likely to create, danger or difficulty to persons using a public place.	The owner or occupier of the land.	<i>Where a fence is required to prevent the escape of animals.</i> <i>Where there are overhanging branches without a 2.7m. clearance over a footpath, overgrown vegetation or materials or structures on land adjoining a public place, which obstructs either the footpath or roadway.</i>
To remove or modify a flag or banner, a flagpole or sign, or similar objects or structure that intrudes into a public place.	The relevant object or structure creates, or is likely to create, danger or difficulty to persons using a public place.	The owner or occupier of the land	<i>Where a fence, hedge or hoarding is over one metre in height and within 6 metres of the corner of an intersection.</i> <i>Where a flag, banner, flagpole or sign intrudes into a public place.</i>
Where the public place is a road- to take action necessary to protect the road or to remove a hazard to road users.	A situation exists that is causing, or is likely to cause, damage to the road or a hazard to road users.	The owner or occupier of the land	<i>Where stormwater from a property flows across the footpath or road or where a stormwater disposal system is not approved by council.</i>

**Commented [V06]:** This section of the LG Act has been repealed and the matter is now dealt with under the LNL Act.

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City of West Torrens Council Policy - Order Making

To do or to refrain from doing what?	In what circumstances?	To whom?	Example(s) of relevant circumstances:
<b>Section 254: Animals that may cause a nuisance or hazard</b>			
To do or to refrain from doing the thing specified in the order in order to abate a nuisance or a hazard to health or safety associated with a live or dead animal or animals, or otherwise to deal with an animal or animals.	<p>A person is keeping or dealing with (or failing to deal with) an animal or animals (whether the animal or animals are alive or dead) so as to cause, or to be likely to cause, a nuisance or a hazard to health or safety.</p> <p>A person is the owner or occupier of land where an animal or animals are located which may cause, or be likely to cause, a nuisance or a hazard to health or safety, or otherwise to become a pest.</p>	<p>The owner or occupier of the land or any person apparently engaged in promoting or conducting an activity;</p>	<p><i>The slaughtering of animals in an urban situation.</i></p> <p><i>Keeping an excessive number of insects, birds or other animals, including but not limited to:</i></p> <ul style="list-style-type: none"> <li><i>more than three (3) pigeons unless the pigeons</i></li> <li><i>more than three (3) head of ducks, geese or turkeys over the age of 4 weeks of either sex</i></li> <li><i>more than three (3) head of poultry unless they are contained within an appropriate structure.</i></li> </ul> <p><i>Keeping of bees within close proximity to other property.</i></p> <p><i>Keeping animals which generate excessive noise, dust or odour or attract pests or vermin.</i></p> <p><i>Keeping an aggressive animal or keeping an animal in a situation where it cannot be adequately contained or may cause danger to the public.</i></p> <p><i>Failing to dispose of a European Wasp nest or to allow Council's contractors entry to do so.</i></p> <p><i>Failing to bury or otherwise lawfully dispose of any dead animal or bird.</i></p>
<b>Section 254: Inappropriate use of vehicle</b>			
To refrain from using a caravan or vehicle as a place of habitation.	<p>A person is using a caravan or vehicle as a place of habitation in circumstances that</p> <p>(a) present a risk to the health or safety of an occupant; or</p> <p>(b) cause a threat of damage to the environment; or</p> <p>(c) detract significantly from the amenity of the locality.</p>	<p>The owner or occupier of the land or a person apparently occupying the caravan or vehicle.</p>	<p><i>A person living in a caravan on a block not supplied with toilet facilities.</i></p>

**Commented [V07]:** This section of the LG Act has been repealed. The matter is now dealt with under the LNL Act.

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City of West Torrens Council Policy - Order Making

<b>Section 216: Owner of Private Road</b>			
To carry out the specified roadwork to repair or improve the private road.	Where the road is found to be in such a condition that it: <ul style="list-style-type: none"> <li>• Presents a risk of health and safety of persons using the road; or</li> <li>• Cause a threat of damage to the environment; or</li> <li>• Detract significantly from the local amenity;</li> <li>• Where the council is required to carry out roadwork.</li> </ul>	The owner of the private road..	Significant pot holes in the private road creating a traffic and/or pedestrian hazard.
<b>Section 218: Owner of land adjoining a road</b>			
To construct, remove or repair a crossing place from the road to the land.	A hazard exists from the establishment of a crossing place from adjoining road to private land.	The owner of land adjoining a road	Inappropriate position of crossing place creating a traffic hazard. Lack of repair creating a hazard to pedestrians.

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City of West Torrens Council Policy - Order Making

**Appendix 2****Circumstances to which Order Making Policy may apply, in the discretion of the Council**

To do or to refrain from doing what?	In what circumstances?	To whom?	Example(s) of relevant circumstances:
<b>Section 217: Owner of Infrastructure installed on a road</b>			
To carry out specific work by way of maintenance or repair work on equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, or to move the structure or equipment to allow the council to carry out roadwork.	Where the infrastructure is found to be in such a condition that it: <ul style="list-style-type: none"> <li>• Presents a risk of health and safety of persons using the road; or</li> <li>• Cause a threat of damage to the environment; or</li> <li>• Detract significantly from the local amenity;</li> <li>• Where the Council is required to carry out roadwork.</li> </ul>	The owner, lessee or licensee of the infrastructure or equipment.	

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### 7.3 Annual Service Plans 1st Quarter 2017/18 Progress Update

#### Brief

This report presents the 1<sup>st</sup> quarter review of the 2017/18 Annual Service Plans and progress in the delivery of Council's Community Plan.

#### RECOMMENDATION(S)

The Committee recommends to Council that:

1. The Annual Service Plans 1<sup>st</sup> Quarter Progress Report 2017/18 be received.
2. The completion date for the nominated action from the Strategy & Business 2017/18 Service Plan be revised as detailed in the report.

#### Introduction

The *Annual Service Plans 1<sup>st</sup> Quarter 2017/18 Progress Report (Attachment 1)* outlines Council's progress in implementing its *Community Plan* and provides updates on the delivery of the actions that implement the *Community Plan Aspirations* as outlined in Figure 1.

**Figure 1 Community Plan Aspirations**



#### Community Life

##### Aspirations

- A community that embraces diversity.
- Active, healthy and learning communities.
- An engaged community.



#### Natural Environment

##### Aspirations

- Reduction in our ecological impact.
- Enhanced natural environment.



#### Built Environment

##### Aspirations

- A well-designed built environment.
- An appealing and valued open space network.
- Accessible and reliable transport options.



#### City Prosperity

##### Aspirations

- A thriving business environment.
- A vibrant city.



#### Financial Sustainability

##### Aspirations

- Sustainable financial management.
- Proactive asset management.



#### Organisational Strength

##### Aspirations

- Strong partnerships and working relationships.
- Leading governance and technology.


Below is an explanation of the reporting format:


### Pie Charts

The pie charts graphically illustrate how Council as a whole, and each individual department, is progressing with the delivery of Annual Service Plan actions.

### Action Status

The status of the actions presented in the Quarterly Report may be listed as monitor or off-track. Please note, on-track and completed actions are not presented in the Report.

Monitor means the action has not progressed to where the relevant department manager was expecting, but it is within 70-90% of the quarterly target. When the status of an action is monitor, the attached quarterly report shows a yellow traffic light (  ) in the right hand column.

Off-track means the action has not progressed to where the relevant department manager was expecting and is less than 70% of the quarterly target. When the status of an action is off-track, the attached quarterly report shows a red traffic light (  ) in the right hand column.

An explanation of why a particular action has off-track or monitor status is contained within the *Annual Service Plans 1<sup>st</sup> Quarter Progress Report*.

### **Discussion**

The performance of the organisation, as a whole, is as follows:

- 93.4% On-track/Completed,
- 3.3% Monitor; and
- 3.3% Off-track.

*Note that figures may be greater or less than 100% due to rounding effects.*

In the first quarter four (4) actions were completed, some ahead of schedule. These related to:

1. Develop and implement new by-laws;
2. Annually review investment performance against policy;
3. Work with the Manager People and Culture to launch the City of West Torrens 'Culture and Leadership brand'; and
4. Undertake a footpath condition audit.

Four (4) actions have been reported as 'off track', which represents 3.3% of the total number of actions. These relate to:

1. Undertake the Community Needs Analysis;
2. Review Council's Corporate Planning Framework;
3. Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at Reedbeds Community Centre;
4. Employee Performance Development Programs (Financial Services and People and Culture departments).

The scope of Corporate Planning Framework has been expanded to include a review of the processes for the development, implementation and review of Council's strategic and corporate plans. As such, it is requested that the completion date for this project be extended to 30 June 2018.

A review of the Community Needs Analysis project is being undertaken as the Administration is considering the best strategy to deliver the project in consideration of the current resourcing constraints.

Commencement of Disability Discrimination Act (DDA) works and fire compliance upgrades at the Reedbeds Community Centre (Centre) has been delayed due to Council awaiting on a proposal from the Centre's Board regarding potential building modifications to meet user needs.

A major review of the development assessment process, in association with preparation for the Planning Development & Infrastructure Act 2016, (PDI Act) is currently on hold pending recruitment of current vacancies and clearance of existing Development Application backlogs.

The employee Performance Development Programs for the Financial Services and People and Culture departments are currently behind schedule due to recent employee departures and end of financial year commitments. It is anticipated however that these will be back on track by the second quarter.

Four (4) actions have been reported as needing to be 'monitored'. This represents 3.3% per cent of the total number of actions and are as follows:

1. Provide and maintain development assessment services;
2. Develop a laneways strategy;
3. Continuously improve development assessment processes; and
4. Employee Performance Development Programs (City Assets and City Development departments).

Due to various factors including key staff vacancies and realignment of project timeframes with the PDI Act project, the above actions are now slightly off track. It is anticipated that these actions will be back on track once vacancies are filled.

## **Conclusion**

The Annual Service Plans 1<sup>st</sup> Quarter Progress Report outlines Council's progress in implementing its Community Plan.

Four actions have been reported as off track and four actions have been reported as requiring monitoring, with consequent proposals to revise the completion date for one action.

## **Attachments**

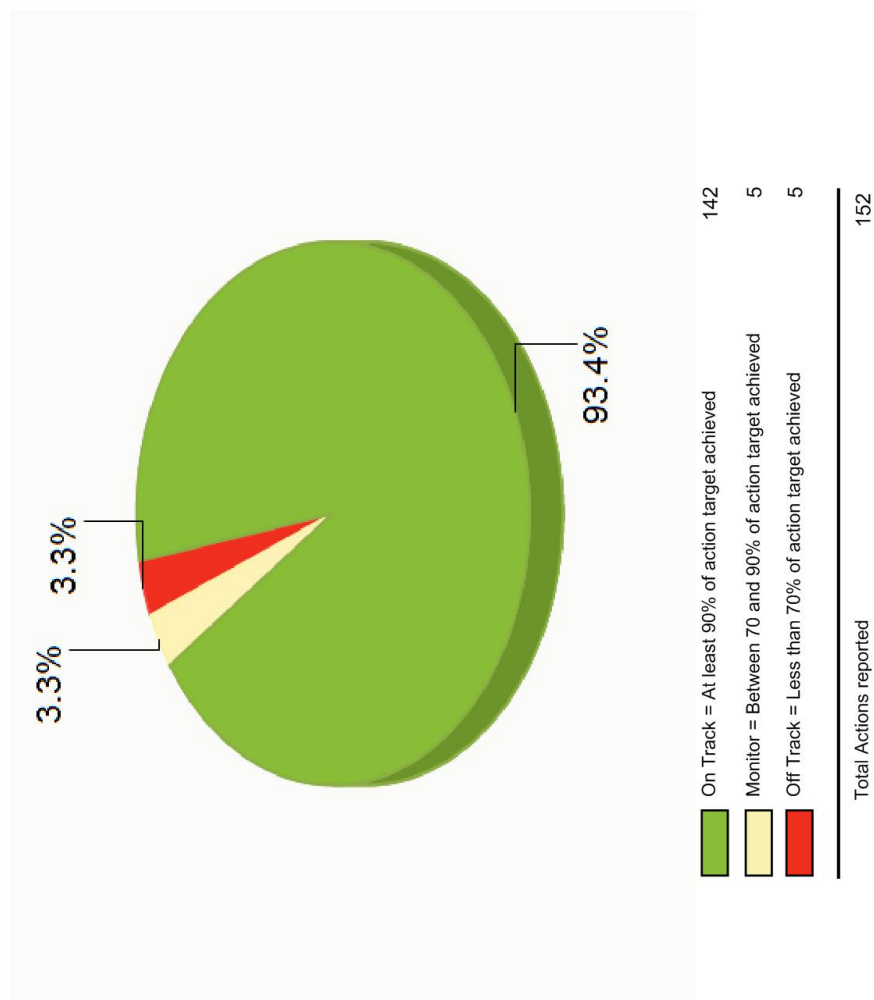
- 1. Annual Service Plans 1st Quarter 2017/18 Progress Report**



## *Annual Service Plans 1st Quarter Progress Report 2017/18*

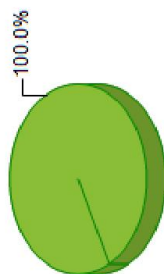
**July - September 2017**

## City of West Torrens

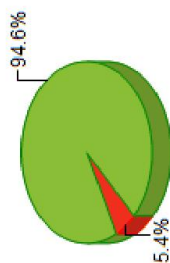


## Business and Community Services Division

### Community Services

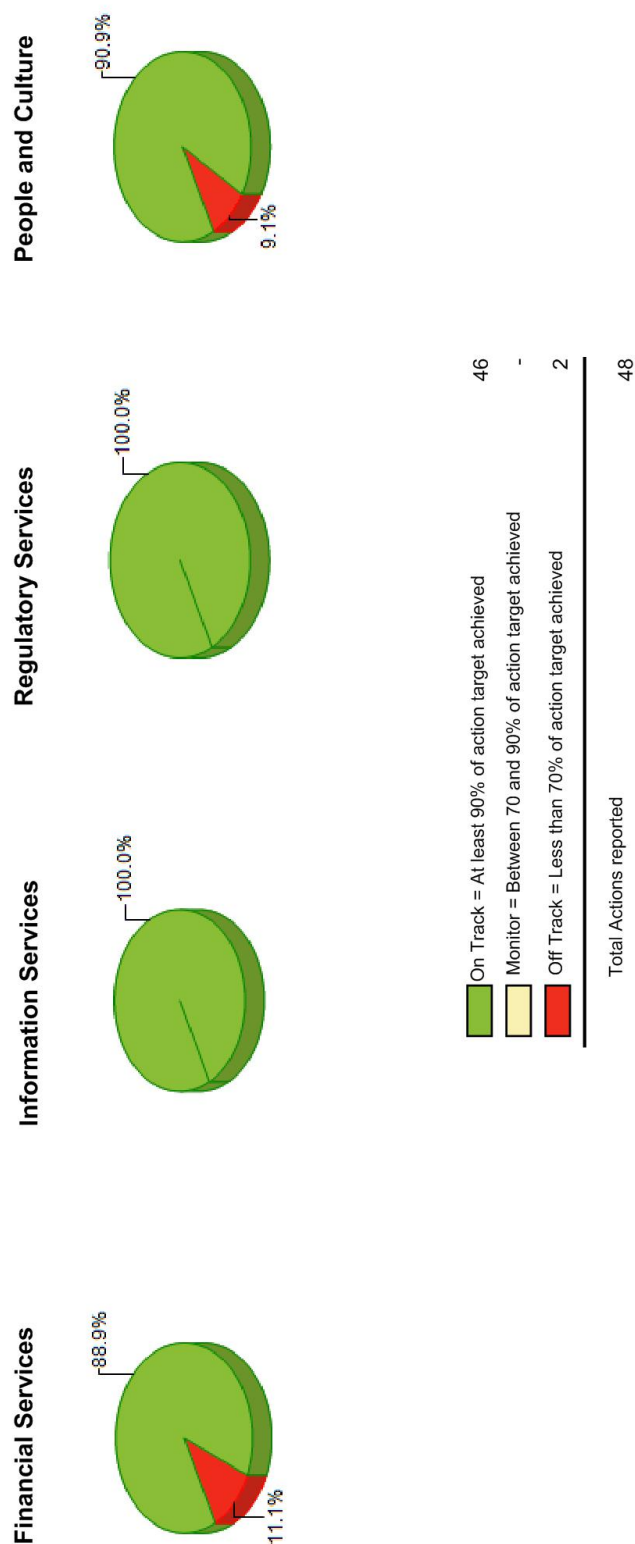


### Strategy and Business



On Track = At least 90% of action target achieved	44
Monitor = Between 70 and 90% of action target achieved	-
Off Track = Less than 70% of action target achieved	2
<b>Total Actions reported</b>	<b>46</b>

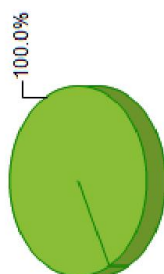
## Corporate and Regulatory Services Division





## Office of the Mayor and CEO

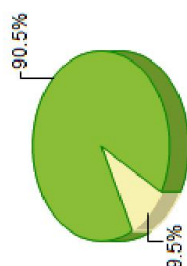
### Office of the Mayor and CEO



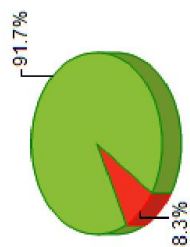
On Track = At least 90% of action target achieved	14
Monitor = Between 70 and 90% of action target achieved	-
Off Track = Less than 70% of action target achieved	-
Total Actions reported	14

## Urban Services Division

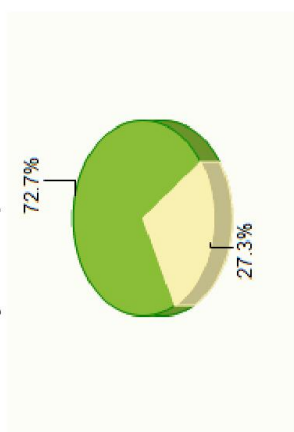
### City Assets



### City Works



### City Development



On Track = At least 90% of action target achieved	38
Monitor = Between 70 and 90% of action target achieved	5
Off Track = Less than 70% of action target achieved	1
<b>Total Actions reported</b>	<b>44</b>

## ACTIONS WITH OFF-TRACK OR MONITOR STATUS

## Business and Community Services Division

## Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.


5 Year Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.16 Undertake the Community Needs Analysis.	In Progress	2%	5%	31/12/2017	A review is being undertaken to determine the best strategy for delivery of this project, in consideration of the current resourcing constraints.	Community Planner	

## Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.



5 Year Strategy: 14.1.4 Ensure that Council's plans, projects and activities are aligned with the Community Plan.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.4.1 Review Council's Corporate Planning Framework.	In Progress	30%	50%	31/12/2017	The review of the Corporate Planning Framework and Policy documentation is ongoing.  In addition to the review of the Framework and Policy, an internal working group has been formed to develop processes for the development, review and implementation of Council's strategic and corporate plans.  Due to the scope of this project now being expanded, it is requested that the completion date be extended to 30 June 2018.	Corporate Planner	

## ACTIONS WITH OFF-TRACK OR MONITOR STATUS

## Corporate and Regulatory Services Division

**5 Year Strategy:** 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.11 Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Not Started	0%	50%	30/06/2018	Due to statutory end of financial year commitments, staff PDPs have not been completed. It is anticipated that these will be completed in the second quarter.	Manager Financial Services	 RED
14.1.6.13 Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team	Not Started	0%	50%	30/06/2018	Due to the recent resignation of the Manager People and Culture and the department being in a period of transition, the Performance Development Plans have been delayed. It is anticipated that the Plans will be undertaken when the manager position is filled.	Manager People and Culture (Acting)	 RED


## ACTIONS WITH OFF-TRACK OR MONITOR STATUS

## Urban Services Division

## Aspiration: 6 A Well-Designed Built Environment

Long Term Strategy: 6.1 Facilitate development that meets the needs of the community.

5 Year Strategy: 6.1.1 Support a range of housing types and densities across the City, while conserving areas of character and heritage value.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.1.1.1 Provide and maintain development assessment services in accordance with the requirement of the Development Act 1993 and Development Regulations 2008.	In Progress	20%	25%	30/06/2018	<p>Executive and Administrative support is provided to the Development Assessment Panel.</p> <p>Residential, Industrial &amp; Commercial development proposals are being assessed in accordance with the Development Act, Development Plan &amp; National Construction Code (Building Code of Australia).</p> <p>As a result of a number of vacancies within the City Development department, including the recent resignation of the manager, the number of active development assessment applications awaiting assessment has increased this quarter.</p> <p>A number of positions in the department are currently advertised and are expected to be filled by January 2018. In the meantime temp/contract staff have been engaged.</p>	Manager City Development (Acting)	

## ACTIONS WITH OFF-TRACK OR MONITOR STATUS

## Aspiration: 8 Accessible and Reliable Transport Options

Long Term Strategy: 8.1 Facilitate the healthy, safe and effective movement of people through the City.


5 Year Strategy: 8.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.1.5 Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City.	In Progress	20%	25%	30/06/2018	Typical cross-sections design has been developed.  Policy concept is currently being developed for laneways development as part of the PDI Act Policy and Advocacy project. As such, the project timeframe has been realigned with the PDI Act Policy and Advocacy project timeframes.	Traffic Engineer	

## Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.



5 Year Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.4 Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at Reedbeds Community Centre.	Not Started	0%	25%	30/06/2018	Commencement of the Reedbeds Community Centre project has been delayed due to Council awaiting for a proposal from the Centre's Board regarding potential building modifications to meet user needs.	Manager City Works	




## ACTIONS WITH OFF-TRACK OR MONITOR STATUS

**Aspiration:** 14 Leading governance and technology.**Long Term Strategy:** 14.1 Adopt leading governance and information technology systems and practices.**5 Year Strategy:** 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.3 Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	In Progress	40%	50%	30/06/2018	Development of Performance Development Programs has commenced with all staff.	Manager City Assets	
14.1.6.5 Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	In Progress	35%	50%	30/06/2018	Due to recent personnel departures and changes some PDPs were not completed. PDPs are scheduled to be completed by second quarter.	Manager City Development (Acting)	

**5 Year Strategy:** 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.2 Continuously improve development assessment processes, including the review of Standard Operating Procedures and the provision of EPA information with development approvals.	In Progress	20%	25%	30/06/2018	Major project of review of the development assessment process in association with preparation for the Planning Development & Infrastructure Act 2016 is currently on hold pending recruitment of current vacancies and clearance of existing Development Application backlogs.  Minor improvements to operating procedures occur almost daily.  A link to the EPA handbook goes out with every development approval notification form.	Manager City Development (Acting)	

## 7.4 Changes to Urban Services 2017/18 Departmental Annual Service Plans

### Brief

This report presents changes to the 2017/18 annual departmental service plans for City Assets, City Operations and City Property departments in line with the recent structural realignment in the Urban Services Division.

### RECOMMENDATION(S)

The Committee recommends to Council that it endorses the changes to the 2017/18 departmental service plans for City Assets, City Operations and City Property.

---

### Introduction

Departmental annual service plans are the key instruments towards the implementation of Council's *Towards 2025* Community Plan.

In accordance with its Corporate Planning Framework, Council's departments develop an annual service plan each year that set priority actions which are linked to the delivery of the short-term strategies in the overarching *Towards 2025* Community Plan and strategies in Council's suite of strategic management and corporate plans.

Council recently committed to an extensive program to build new and re-furbish existing facilities. So to ensure the direction of the Council is met in the short to medium term, a structural realignment of the Urban Services Division was deemed necessary resulting in the creation of the City Property department.

Consequently, a 2017/18 Annual Service Plan is required for the new City Property department resulting in the need to amend the 2017/18 Annual Service Plans for the City Assets and City Operations (previously City Works) departments.

### Discussion

The new City Property and amended City Assets and City Operations 2017/18 Service Plans have been developed to reflect the recent structural realignment in the Urban Services Division **(attached)**. These Annual Service Plans will be effective from 1 October 2017 to 30 June 2018.

Delivery of the actions in the annual service plans is monitored by the Corporate Policy, Planning and Performance (CPPP) Committee through quarterly reports.

It should be noted that actions shown in black text are unique to that department, while actions shown in blue text are common to every department and address corporate-wide issues relating to Records Management, Work Health and Safety and Injury Management, the Employee Performance Development Program, the Organisational Cultural Development Program and the Continuous Improvement Program.

### Conclusion

Departmental Annual Service Plans **(attached)** are the key instruments in the focus of resources towards the implementation of Council's *Community Plan*.

This report presents the new City Property and amended City Assets and City Operations 2017/18 annual departmental service plans for the Committee's approval.

### Attachments

1. City Property Annual Service Plan 2017/18
2. City Operations Annual Service Plan 2017/18
3. City Assets Annual Service Plan 2017/18





## ***City Property***

## ***2017/18 Annual Service Plan***

*(effective as of 1 October 2017)*

CITY OF WEST TORRENS

2017/18 Annual Service Plan

**Mission and Values****City Property****OUR MISSION**

To effectively manage and deliver essential services and projects in the City, by building, developing, maintaining and enhancing the property, facilities and amenity assets owned by the City.

**OUR VALUES**

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

**Business Overview****City Property****PLANNING CONTEXT**

A Better Place to Live (State Public Health Plan)  
 Asset Management Plan (Buildings)  
 City of West Torrens Community Plan and Corporate Planning Framework  
 Commonwealth Financial Assistance grants.  
 Government Gazette  
 Legislative requirements include:  
 - Australian Road Rules  
 - Australian Standards  
 - Local Government Act 1999  
 - Road Traffic Act 1961  
 - SA Public Health Act 2011  
 - Work Health Safety Act 2012  
 Roads to Recovery Program.  
 Special Local Roads program  
 State Bicycle Fund.  
 The 30 Year Plan for Greater Adelaide  
 The State Seven Strategic Priorities

**STAKEHOLDERS**

City of West Torrens Elected Members and officers  
 Adelaide Airport Limited  
 Adjoining Councils.  
 Brown Hill / Keswick Creek Stormwater Catchment Partners  
 General community and users of Council's facilities, infrastructure and amenity assets.  
 Local Government Grants Commission  
 Local Government Mutual Liability Scheme  
 Local Government Workers Compensation Scheme  
 Specialist Consultancy Services - Architecture, Engineering, Project Management, Landscape, Occupational Health and Safety, etc.  
 State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)  
 Stormwater Management Authority

## Core Services

## City Property

### Community and Recreational Facilities

Oversee the implementation of Council's priorities for community facilities and recreational projects.

#### Long-term Strategy:

*Recognise and celebrate our diverse community and facilitate opportunities for community connection.*

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long-term Strategy:

*Adopt leading governance and information technology systems and practices.*

### Property and Facility Management

Provide effective management and maintenance of all Council buildings and facilities, including leasing.

#### Long-term Strategy:

*Ensure assets are utilised and maintained at their optimum.*

### Public Facilities Maintenance

Enhance and maintain Council's open space and community land facilities.

#### Long-term Strategy:

*Ensure assets are utilised and maintained at their optimum.*

## CITY OF WEST TORRENS

## 2017/18 Annual Service Plan

**Action Plan****City Property**

**Short-term Strategy: Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Coordinate implementation of the annual playground capital works program to renew and upgrade play facilities as timed by the Asset Management Plan.	Community and Recreational Facilities	Manager City Property	01/10/2017	30/06/2018	Capital
Coordinate implementation of the annual capital works program to renew Council buildings, as allocated in the 2017/18 budget and annual business plan.	Community and Recreational Facilities	Manager City Property	01/10/2017	30/06/2018	Capital
Oversee the staged redevelopment of Lockleys Oval, Apex Park and Mellor Park Master Plan, including: <ul style="list-style-type: none"> <li>• Construction of Apex Park;</li> <li>• Completion of detailed design and tender documentation for Lockleys Oval redevelopment; and</li> <li>• Completion of detailed design of Mellor Park.</li> </ul>	Community and Recreational Facilities	Manager City Property	01/10/2017	30/06/2018	Capital
Oversee construction of the Camden Oval Precinct Development.	Community and Recreational Facilities	Manager City Property	01/10/2017	30/06/2018	Capital
Oversee Stage 1 construction of the Weigall Oval redevelopment.	Community and Recreational Facilities	Manager City Property	01/10/2017	30/06/2018	Capital

**Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values**

<b>Action</b>	<b>Service Profile</b>	<b>Responsibility</b>	<b>Start</b>	<b>Finish</b>	<b>Budget Type</b>
Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location, including management of the new property.	Property and Facility Management	Manager City Property	01/10/2017	30/06/2018	Operating
Manage and maintain Council's buildings and facilities.	Property and Facility Management	Manager City Property	01/10/2017	30/06/2018	Operating
Manage and maintain Council's open space and community land facilities.	Public Facilities Maintenance	Manager City Property	01/10/2017	30/06/2018	Operating
Continue the upgrade of pedestrian lighting to LED along the River Torrens Linear Park from Tapleys Hill Road.	Public Facilities Maintenance	Manager City Property	01/10/2017	30/06/2018	Capital
Continue the upgrade of pedestrian lighting to LED along the Westside Bikeway.	Public Facilities Maintenance	Manager City Property	01/10/2017	30/06/2018	Capital
Undertake electrical upgrades at the Thebarton Theatre complex.	Property and Facility Management	Manager City Property	01/10/2017	30/06/2018	Capital
Undertake Disability Discrimination Act (DDA) works and fire compliance upgrades at Reedbeds Community Centre.	Property and Facility Management	Manager City Property	01/10/2017	30/06/2018	Capital

## CITY OF WEST TORRENS

## 2017/18 Annual Service Plan

**Action Plan****City Property**

**Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values cont.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Investigate the maximum use and return for Council facilities, including:	Property and Facility Management	Senior Property Officer	01/10/2017	30/06/2018	Operating
<ul style="list-style-type: none"> <li>Lease renewals and new lease negotiations;</li> <li>Utilisation and occupancy rates; and</li> <li>Reviewing current market value for comparative tenancy arrangements.</li> </ul>					

**Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Property	01/07/2017	30/06/2018	Operating

**Short-term Strategy: Promote a risk management culture across Council operations and activities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Undertake the annual review of insurance schedules.	Property and Facility Management	Senior Property Officer	01/04/2018	30/06/2018	Operating

**Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Property	01/07/2017	30/06/2018	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Property	01/07/2017	30/06/2018	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCOR values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Property	01/07/2017	30/06/2018	Operating



CITY OF WEST TORRENS

2017/18 Annual Service Plan

**Action Plan****City Property**

**Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Property	01/07/2017	30/06/2018	Operating

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## ***City Operations***

### ***2017/18 Annual Service Plan***



**Mission and Values****City Operations****OUR MISSION**

To effectively manage and coordinate the activities and delivery of essential services and projects for the City in the areas of:

- Civil Works and Services
- Horticulture / Arboriculture
- Fleet, Mechanical Workshops, and City Cleansing

**OUR VALUES**

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment

**Business Overview****City Operations****RECENT ACHIEVEMENTS**

Continued to maintain and improve the public infrastructure and amenity assets, the built environment and open space areas.

Delivery of the Capital, Fleet and Capital Works programs - including reseal, kerb/gutter, footpath, reserve and irrigation programs, light and heavy vehicle and plant replacement.

Provided effective fleet services.

**PLANNING CONTEXT**

A Better Place to Live (State Public Health Plan)

Asset Management Plans

City of West Torrens Community Plan and Corporate Planning Framework

Commonwealth Financial Assistance grants.

Government Gazette

Legislative requirements include:

- Australian Road Rules
- Australian Standards
- Local Government Act 1999
- Road Traffic Act 1961
- SA Public Health Act 2011
- Work Health Safety Act 2012

Roads to Recovery Program.

Special Local Roads program

State Bicycle Fund.

The 30 Year Plan for Greater Adelaide

The State Seven Strategic Priorities

***Business Overview cont.******City Operations*****STAKEHOLDERS**

City of West Torrens Elected Members and officers  
 Adelaide Airport Limited  
 Adjoining Councils.  
 Brown Hill / Keswick Creek Stormwater Catchment Partners  
 General community and users of Council's facilities, infrastructure and amenity assets.  
 Local Government Grants Commission  
 Local Government Mutual Liability Scheme  
 Local Government Workers Compensation Scheme  
 Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.  
 State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources  
 Management Board, Environmental Protection Agency (EPA)  
 Stormwater Management Authority

**Core Services****City Operations****Corporate Leadership and Management**

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

**Long-term Strategy:**

*Adopt leading governance and information technology systems and practices.*

**Operational Support**

Provision of operational support services to Council's internal operations including effective delivery and maintenance of all infrastructure, open space, buildings, vehicles, plant and equipment.

**Long-term Strategy:**

*Ensure assets are utilised and maintained at their optimum.*

**Public Works Maintenance**

Provision and maintenance including cleaning of Council's community assets including civil works, road reserves, drainage, open space and community land, horticultural, and buildings and structures.

**Long-term Strategy:**

*Ensure assets are utilised and maintained at their optimum.  
Foster the health and well-being of the community.*

## CITY OF WEST TORRENS

## 2017/18 Annual Service Plan

**Action Plan****City Operations**

**Short-term Strategy:** Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Upgrade and maintain Council's: <ul style="list-style-type: none"> <li>road and road reserves; and</li> <li>open space, recreational and community facilities.</li> </ul> essential to business operations.	Operational Support	Manager City Operations	01/07/2017	30/06/2018	Operating
Manage and maintain Council's: <ul style="list-style-type: none"> <li>vehicle fleet; and</li> <li>plant and equipment</li> </ul> essential to business operations.	Operational Support	Manager City Operations	01/07/2017	30/06/2018	Operating

**Short-term Strategy:** Promote the health and well-being of the community through the support and provision of public health education, services and regulatory functions.

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Respond to urgent requests for assistance, including after-hours call-outs, for remedy of incidents within Council's open spaces, recreational and community facilities.	Public Works Maintenance	Manager City Operations	01/07/2017	30/06/2018	Operating

**Short-term Strategy:** Ensure that Council decisions and activities are transparent and accountable

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Operations	01/07/2017	30/06/2018	Operating

**Short-term Strategy:** Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Operations	01/07/2017	30/06/2018	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Operations	01/07/2017	30/06/2018	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCORE values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Operations	01/07/2017	30/06/2018	Operating

CITY OF WEST TORRENS

2017/18 Annual Service Plan

**Action Plan****City Operations**

**Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Operations	01/07/2017	30/06/2018	Operating

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## ***City Assets***

### ***2017/18 Annual Service Plan***

CITY OF WEST TORRENS

2017/18 Annual Service Plan

**Mission and Values****City Assets****OUR MISSION***Effective long term planning and sustainability in the management of Council assets.***OUR VALUES**

- ✓ Accountability
- ✓ Advocacy
- ✓ Community Capacity
- ✓ Community Involvement
- ✓ Healthy Communities
- ✓ Inclusivity
- ✓ Quality
- ✓ Supportive Working Environment



**Business Overview****City Assets****RECENT ACHIEVEMENTS**

Completed detailed design for Apex Park and Weigall Oval redevelopments.  
 Completed May Tce major stormwater trunk drain construction.  
 Completed Tennyson Ave road reconstruction.

**PLANNING CONTEXT**

A Better Place to Live (State Public Health Plan).  
 Asset Management Plans  
 City of West Torrens Community Plan and Corporate Planning Framework.  
 Commonwealth Financial Assistance grants.  
 Government Gazette.  
 Legislative requirements, including:  
   - Australian Road Rules  
   - Australian Standards  
   - Local Government Act 1999  
   - Road Traffic Act 1961  
   - SA Public Health Act 2011  
   - Work Health Safety Act 2012  
 Roads to Recovery Program.  
 Special Local Roads program.  
 State Bicycle Fund.  
 The 30 Year Plan for Greater Adelaide.  
 The State Seven Strategic Priorities.

**STAKEHOLDERS**

Adelaide Airport Limited.  
 Adjoining Councils  
 Brown Hill / Keswick Creek Stormwater Catchment Partners.  
 City of West Torrens Elected Members and officers  
 General community and users of Council's facilities, infrastructure and amenity assets.  
 Local Government Grants Commission.  
 Local Government Mutual Liability Scheme.  
 Local Government Workers Compensation Scheme.  
 Specialist Consultancy Services - Engineering, Project Management, Landscape, Occupational Health and Safety, etc.  
 State Government Agencies - including SA Water, SA Power Networks, Department of Environment and Natural Resources, Adelaide and Mount Lofty Ranges Natural Resources Management Board, Environmental Protection Agency (EPA)  
 Stormwater Management Authority.

## Core Services

## City Assets

### Asset Management

The effective and efficient creation/maintenance of Council's infrastructure and property assets, via on-going capital/maintenance works programs, 10 year Asset Management Plans/Long Term Financial Plans and Information Systems.

#### Long-term Strategy:

*Ensure assets are utilised and maintained at their optimum.*

### Capital Project Management

Undertake the planning, design/documentation and contract management of Council's Annual Capital Works Program.

#### Long-term Strategies:

*Minimise the risk of flooding to existing communities and future developments.  
Facilitate the healthy, safe and effective movement of people through the city.*

### Corporate Leadership and Management

Managing resources and processes to ensure requirements with industrial, legal and other frameworks are met through effective delivery and innovation.

#### Long-term Strategy:

*Adopt leading governance and information technology systems and practices.*

### Engineering Services

The management of stormwater by the establishment of new and upgraded drainage systems, localised flood analysis, water quality and stormwater harvesting. Development assessment referrals, technical advice and service utility installation management.

#### Long-term Strategies:

*Progress towards a water-sensitive city.  
Minimise the risk of flooding to existing communities and future developments.*

### Traffic Management

The measurement and study of traffic and parking, including activities ranging from traffic data collection and analysis, to parking signage and line marking, accident studies, travel demand management and the development of intelligent transport systems. All of these activities contribute towards improving the safety, convenience and economy of the transport systems.

#### Long-term Strategy:

*Facilitate the healthy, safe and effective movement of people through the city.*

## CITY OF WEST TORRENS

## 2017/18 Annual Service Plan

**Action Plan****City Assets**

**Short-term Strategy: Implement water-sensitive urban design, incorporating stormwater management plans, which takes an integrated urban water cycle approach.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Complete the Stormwater Catchment Management Plan.	Engineering Services	Coordinator Engineering Services	01/07/2017	30/06/2018	Operating

**Short-term Strategy: Participate in collaborative arrangements with other local catchment councils to coordinate flood mitigation outcomes.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Work with other Councils to develop catchment-based stormwater and flood management plans, including Brownhill Keswick Creek.	Engineering Services	Manager City Assets	01/07/2017	30/06/2018	Capital

**Short-term Strategy: Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Complete the construction of a roundabout at George and Dew Streets, Thebarton intersection.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Capital
Implement the Torrensville Thebarton Local Area Traffic Management Plan.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Capital
Develop the Novar Gardens and Camden Park Local Area Traffic Management Plan.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Capital
Commence development of the Richmond/Mile End Local Area Traffic Management Plan.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Operating
Review and update Council's Transport Strategy and Bicycle Strategy and incorporate them into one document.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Operating
Undertake preliminary designs for two road bridge realignments.	Engineering Services	Coordinator Engineering Services	01/10/2017	30/06/2018	Operating
Develop a laneways strategy to guide the typical cross sections, space and infrastructure requirements for laneways across the City.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Operating

**Short-term Strategy: Develop a network of pedestrian and cycling pathways, cycling lanes and road crossings that support liveability and enable safe access to services and facilities.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Design new lighting for the Captain McKenna (Watson Ave to Tapleys Hill Rd) shared pathway.	Traffic Management	Traffic Engineer	01/10/2017	31/03/2018	Capital

2017/18 Annual Service Plan

CITY OF WEST TORRENS

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## CITY OF WEST TORRENS

## 2017/18 Annual Service Plan

**Action Plan****City Assets**

**Short-term Strategy: Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Undertake the 2017/2018 capital works program to deliver asset renewal timed at the lowest life cycle cost.	Capital Project Management	Project Engineer	01/07/2017	30/06/2018	Capital
Undertake Disability Discrimination Act (DDA) upgrades to bus stops.	Traffic Management	Traffic Engineer	01/07/2017	30/06/2018	Capital
Undertake a footpath condition audit to inform Council's footpath replacement program.	Asset Management	Coordinator Asset Management	01/07/2017	31/12/2017	Operating
Deliver Council's approved stormwater capital works, including Stage 4 of the Lockleys Area Catchment and Maria St Thebarton.			01/07/2017	30/06/2018	Capital

**Short-term Strategy: Ensure that Council decisions and activities are transparent and accountable.**

Action	Service Profile	Responsibility	Start	Finish	Budget Type
Corporate - Records Management: Maintain official records in the approved business application so they can be managed and maintained based on business requirements.	Corporate Leadership and Management	Manager City Assets	01/07/2017	30/06/2018	Operating

**Short-term Strategy: Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - WHS & IM: Ensure the actions identified in the WHS and IM Plan have been completed within the specified timeframes.	Corporate Leadership and Management	Manager City Assets	01/07/2017	30/06/2018	Operating
Corporate - Performance Development Program: A performance development program or plan has been developed and actioned for all employees within the department/team.	Corporate Leadership and Management	Manager City Assets	01/07/2017	30/06/2018	Operating
Corporate - Cultural Development Program: Actively promote and support the department's engagement in cultural development programs, the FITCORE values and addressing opportunities identified in the employee survey.	Corporate Leadership and Management	Manager City Assets	01/07/2017	30/06/2018	Operating

**Short-term Strategy: Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.**

Action	Service Profile	Responsibility	Start	Finish	Budget
Corporate - Continuous Improvement Programs: Actively promote and support the department's engagement in continuous improvement and ensure that its specific obligations under the LEAN Program are met each year.	Corporate Leadership and Management	Manager City Assets	01/07/2017	30/06/2018	Operating

## **7.5 Progress on Implementing Council Decisions**

### **Brief**

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

### **RECOMMENDATION(S)**

The Committee recommends to Council that the report be received.

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### **Introduction**

At the meeting of the former Policy, Planning and Performance Committee on 23 August 2011 a request was made for a report to be provided at each meeting of the Committee of outstanding actions relating to resolutions of Council and Committees.

Furthermore, at the 29 August 2016 meeting of the Committee, the Chief Executive Officer agreed to incorporate completed actions into the attached 'Progress on Implementing Council Decisions Report'. Actions that have been completed since the preceding meeting of the Committee will be included on the report.

### **Discussion**

A copy of the completed actions since 18 July 2017, and outstanding resolution actions to 17 October 2017 is provided for Members' information (**Attachment 1**). Updates/comments are to 7 November 2017.

### **Conclusion**

The Progress on Implementing Council Decisions Report provides an update on completed and outstanding Council and Committee resolution actions for Members' information.

### **Attachments**

#### **1. Meeting Action Report**



Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
17/10/2017	Council	14.2 River Torrens Linear Park Survey and Path Reopening (QWN)	McKay / Mangos that questions from Cr McKay and the answers provided relating to the River Torrens Linear Park survey and path reopening be recorded in the Minutes. 1. Can the Administration communicate with NRM asking what action has been taken in relation to the survey of the properties along the River Torrens. 2. Can SA Water be contacted and asked to respond to Council as to when section of Linear Park between Hardys Road and the Brickworks Market will be reopened as residents have been unable to access the path for over 12 months. Answer The Administration committed to communicate with the NRM and SA Water in regard to the questions raised by Cr McKay.	Angelo Catinari	06/11/2017 - We have attempted to contact SA Water relating to the path access along the River Torrens Linear Park between Hardys Road and the Brickworks Market but there has been no official response as yet. 06/11/2017 - The Administration has written to the NRM relating to the survey of properties along the River Torrens Linear Park.	In progress
17/10/2017	Council	17.3 2017 LGA Conference and AGM	Rypp / Hill that: 1. Subject to their confirmation, Council approves the attendance of Mayor Trainer as voting delegate and Cr Mangos as Proxy at the 2017 Local Government Association Conference and Annual General Meeting being held at Adelaide Oval on Wednesday 15 and Thursday 16 November 2017; and 2. Subject to their confirmation, Council approves the attendance of the following Elected Members at the 2017 Local Government Association Conference and Annual General Meeting being held at Adelaide Oval on Wednesday 15 and Thursday 16 November 2017; - Cr Demetriou 3. Expenses be reimbursed in accordance with Council policy.	Terry Buss	Registrations submitted for Mayor Trainer, Cr Mangos, Cr Demetriou and Pauline Koritsa	In progress
17/10/2017	Council	8.1 Petition to Install Speed Restrictions on Allchurch Avenue, North Plympton	Farnden / Woodward that: 1. The Petition be received. 2. A report be presented to a future meeting of the Urban Services Prescribed Standing Committee and the Head Petitioner be notified accordingly.	Angelo Catinari	06/11/2017 - Traffic count being undertaken during month of November 2017. A report will be tabled at Council Meeting in December 2017.	In progress
03/10/2017	Urban Services Prescribed Standing Committee	11.2 Preservation of the Windsor Theatre Movie Posters	McKay / Rypp that: 1. It supports the preservation of the Windsor Theatre movie posters. 2. It authorises Administration to select the most appropriate method of preserving the posters. 3. It authorises Administration to contact the West Torrens Historical Society, the State Library and the National Film and Sound Archives to determine their interest in the posters.	Angelo Catinari	06/11/2017 - Investigations have commenced.	In progress
19/09/2017	Council	15.1 Feasibility Study for Solar / Battery Technology at the New Council Depot	Woodward / Nitschke that Council conduct a feasibility study into the installation of solar / battery and other sustainability solutions at the new Council Depot at Morphett Rd, North Plympton.	Angelo Catinari	06/11/2017 - Consultants have been engaged to commission a report to be considered by Council.	In progress
19/09/2017	Finance and Regulatory Prescribed Standing Committee	11.1 Early Rate Payment Incentives	Rypp / Farnden that the draws be undertaken and the winners declared. The draws were subsequently conducted with the following winners being declared: Number: 3694 Name: Paul & Mary Kitsi Suburb: Fulham SA 5024  Number: 2518 Name: John Pope Pty Ltd Suburb: North Plympton SA 5037  Number: 3296 Name: Michael Sweet Suburb: Novar Gardens SA 5040	Bill Ross	Congratulation letters produced 20th September 2017, requesting them to contact us to organise presentation of vouchers when available. All 3 winners communicated with. 25/10 3 flight centre vouchers ready to be collected and then distributed to winners.	In progress
19/09/2017	Finance and Regulatory Prescribed Standing Committee	11.5 Review of Hard Waste Collection Trial	Demetriou / Palmer that: 1. The at-call hard waste collection service be continued with residents being entitled to two booked collections per household per financial year. 2. A short term extension of at-call collection arrangements be negotiated with Solo from 1 October 2016 in order for the service to be tendered by Council; 3. A tender be called for an at-call hard waste collection service to be provided to Council residents.	Bill Ross	1/11/17 Currently working through the tender process.	In progress
05/09/2017	Council	15.1 Independent Survey on Waste Collection	McKay / Woodward that: 1. The Waste Working Party requests Council to approve an independent survey of the contents of 25 red bins collected from each ward on a normal pick up day and that the collected waste is taken to a place where it can be sorted and quantified into its proper waste streams so as to determine how well our ratepayers understand and how West Torrens community waste education program is working, with what does and what doesn't go into the 28,559 red lid bins we have in our city. The overarching objective is to reduce recyclables going to landfill and to reduce Councils annual Waste Levy for land Fill. 2. That a minor budget adjustment be made to cover the costs of the special pick up and transfer to an approved sorting place and to meet the costs of the independent specialists report.	Bill Ross	1/11/17 Currently working through the specifications to undertake the audit	In progress

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
05/09/2017	Urban Services Prescribed Standing Committee	11.1 Admella Street Upgrade Concept	Nitschke / O'Rielly that: 1. The project and concept design developed for the upgrade of Admella Street and associated public space be endorsed. 2. The project is advanced within the current financial year through the allocation of funds for the development of detailed design and documentation of the project works. These funds to come from within existing City Assets operational budget. 3. A further report be presented to a future Council meeting once the detail design is completed.	Angelo Catinari	06/11/2017 - Currently undertaking detailed design.	In progress
22/08/2017	Civic Committee	7.6 City of West Torrens Tidy Streets Competition	Woodward / Nitschke that: 1. The guidelines for the annual City of West Torrens Tidy Streets Competition, as contained in this report, be approved with the following amendments to the proposed judging criteria score rating as follows: Appearance - 50% Sustainability - 20% Connection - 20% Proposed project with prize money - 10%  2. \$5,600 be approved for the competition launch and promotional costs. 3. The Administration seeks co-sponsorship of the Tidy Streets Competition from local hardware/gardening businesses in West Torrens.	Pauline Koritsa		In progress
08/08/2017	Audit and Risk Prescribed General Committee	8.3.1 Internal Audit Recommendations and Actions Progress Report	Spadavecchia / Moran that: 1. That the Internal Audit Recommendations and Actions Progress Report , being Attachment 1 to the Agenda report, be replaced in future reports with a summary table as follows: [see Minutes for table image] 2. That the methodology be tabled at a subsequent meeting of the Committee for reviewing the currency of the action items contained in Attachment 1 of the Agenda report.	Pauline Koritsa	This is a six monthly report, therefore not due until the February 2018 Committee Report. The template for the report has been amended to include the summary table. This along with the methodology will be presented at the February meeting.	In progress
01/08/2017	Council	15.1 Kitchen Caddy Bags and E-waste Bins	McKay / Mangos that: 1. Council approve the issuing of The Kitchen Caddy organic waste bags free of charge to ratepayers which have an approximate cost of \$9,000 pa. 2. The 6 Unplug and Drop E waste Bins that have the WTC and ERA logos be purchased ASAP and put into use at places identified by the Staff and Elected Members.	Bill Ross	4/8/17 Process in place to issue the kitchen caddy organic waste bags free of charge to ratepayers. 25/8/17 Met with ERA re the unplug and drop bins 1/11/17 currently looking at suitable locations for placement of unplug & drop bins in conjunction with ERA	In progress
01/08/2017	Urban Services Prescribed Standing Committee	11.1 Thebarton Theatre - Request for Masterplan	O'Rielly / Haese that the Administration be authorised: 1. To work with Weslo Holdings to seek out and secure external funding opportunities that may be available to assist with the historical restoration and upgrade of Thebarton Theatre. 2. To enter into negotiations with Weslo Holdings regarding a new or extended lease term for Thebarton Theatre and report back to Council on the outcome of those negotiations including the exclusion of property at 164 South Road from the lease. 3. To liaise with Weslo Holdings to ensure that the 90th anniversary of the Thebarton Theatre opening on 11 June 2018 is appropriately acknowledged and celebrated.	Angelo Catinari	17/08/2017 - Staff met with Weslo consultants to discuss the Plan. 29/08/2017 - A fee offer has been sought for the development of a Concept Plan. 06/11/2017 - Staff and Weslo continuing to develop a Concept Plan with the assistance of the Heritage Architect. Staff have met with Norman Waterhouse Lawyers to discuss options for the new lease. Discussions are continuing.	In progress
01/08/2017	Urban Services Prescribed Standing Committee	11.2 Acquisition of portion of Elm Avenue, Mile End	O'Rielly / Vlahos that the Chief Executive Officer be authorised to negotiate with Tetzlin Pty Ltd on the possible purchase of approximately 73 square metres of land from the Certificate of Title Volume 5536 Folio 240 subject to all the necessary legal approvals being satisfied.	Angelo Catinari	31/08/2017 - Letter of offer was sent to Tetzlin Pty Ltd. 28/10/2017 - Further offer sent to Tetzlin Pty Ltd on 27 October 2017.	In progress
25/07/2017	Community Facilities Prescribed General Committee	8.3 Apex Park, Lockleys Oval and Mellor Park Update	Haese / Woodward that: 1. The report be noted. 2. It endorse in principle the updated building design for the Lockleys Oval proposed shared clubroom building. 3. Further and final comment regarding the proposed building be sought from the lessee/licensee stakeholders and on the condition that the feedback received is favourable, the architects will be instructed to produce construction/tender plans.	Angelo Catinari	06/11/2017 - Meeting held on 12 September 2017 with the Lockleys Oval sporting clubs to discuss latest plans. Feedback was provided to staff which was forwarded to the consultants. Concept plans have been updated. Proceeding to detailed design.	In progress
25/07/2017	Community Facilities Prescribed General Committee	8.6 Camden Oval Update	Demetriou / Woodward that: 1. The report be noted. 2. The attached concept plans of the two clubrooms be endorsed, subject to any variations/alterations which may be requested by Members at this meeting. 3. The Administration continue to advance the concept plans to detailed design.	Angelo Catinari	31/08/2017 - Staff met with PHOS Club representatives to provide final plan and discuss the non-availability of the Oval for 2018 with a letter provided. 04/09/2017 - Ongoing meetings held with consultants to progress detailed plans. 06/11/2017 - Stage 1 works (includes synthetic soccer pitch/junior soccer pitch and irrigation) currently out to tender and close 14 November 2017.	In progress
18/07/2017	Council	17.7 Australian Airports Association National Conference 2017	McKay / Haese that: 1. Subject to their confirmation, Council approves the attendance of Cr/s Palmer, Mangos and Vlahos at the Australian Airports Association (AAA) National Conference being held from Monday 13 to Friday 17 November 2017 at the Adelaide Convention Centre. 2. Expenses be reimbursed in accordance with Council Policy; and 3. Subject to their confirmation, Council approves the attendance of spouses/partners of attending Elected Members and further, consistent with Council Policy, that costs other than airfares, be met by Council.	Terry Buss	Cr Mangos and Cr Palmer have been registered to attend the Conference during the early bird pricing period. Cr Vlahos has advised that he will no longer be able to attend so no registration has been submitted.	In progress



Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
06/06/2017	Council	16.1 Brickworks - Request for Masterplan	Woodward / Farnden that in regard to the Brickworks surplus land, the Chief Executive Officer: 1. Arrange to hold a workshop for Elected Members and senior staff to establish an overall vision for the higher and best use of surplus land at the former Brickworks Markets site at Torrensville. 2. Following the outcomes of 1 above, develop a project brief to go to the market seeking fee proposals from interested parties to develop a Masterplan for potential development options of the surplus land at the former Brickworks Markets site at Torrensville, including the heritage listed Hoffman Kiln. 3. The project brief is to allow for appropriate community consultation to be undertaken and also allow for appropriate delivery and funding mechanism options to be explored during development of the Masterplan. 4. As part of the next budget review process, recommend to Council an appropriate budget amount to undertake development of the Masterplan.	Terry Buss	28/6/17 - Workshop arranged for Tuesday 29 August, 6pm-9pm for EMs and relevant staff. 12/9/17 - Workshop arranged for 29 August cancelled by CEO in consultation with EMs. Workshop will be rescheduled to a suitable date in the near future. Given the current state of the frontage of the site due to the Torrens to Torrens Project, it is not appropriate to present the site to the market. Indications are that the site may be vacated by DPTI contractors in the first quarter of 2018, and given we are pushing toward the Festive Season, there is no urgency to undertake the workshop in the remainder of 2017 and a date in early 2018 to hold the workshop will be looked at by the CEO.	In progress
06/06/2017	Urban Services Prescribed Standing Committee	11.1 Update - Leased Kindergarten Properties within the City of West Torrens	Mangos / Hill that: 1. New ground leases be entered into for the three (3) kindergarten properties (Glandore, Kurralta Park and Netley Kindergartens) with the Department for Education and Child Development (excluding the requirement to divest the properties), each for a term of 5 years and each commencing on 1 July 2017 at the following commencing rentals (i) Netley Kindergarten - \$1,800pa plus GST (ii) Glandore Kindergarten - \$3,600pa plus GST (iii) Kurralta Park Kindergarten - \$3,600pa plus GST. 2. The rental for each kindergarten to escalate by Adelaide All Groups Consumer Price Index (or similar index should that cease to exist) on each anniversary of the commencement date during the lease terms. 3. The Mayor and Chief Executive be authorised to sign and seal any documentation relating to the grant of leases for the three kindergarten properties and the Chief Executive Officer be authorised to provide approval for any consents that may be required in accordance with the terms of the leases.	Angelo Catinari	27/06/2017 - Final copies of all three lease agreements are forwarded to DECD to be signed and sealed. Awaiting for the return of the agreements for CEO/Mayor's signatories. 28/08/2017 - Drafted amendments sent to solicitors. 31/08/2017 - Ongoing discussion regarding minor amendments on lease documents. 13/09/2017 - Updated execution copies of lease provided to DECD. 25/10/2017 - DECD contacted and advised that docs have been accepted by Crown Solicitors Office and Dept and have been provided to Minister for execution (expect to receive executed copies back in approx four weeks).	In progress
23/05/2017	Community Facilities Prescribed General Committee	8.5 Kings Reserve - Draft Precinct Masterplan	Nitschke / Woodward that: 1. The draft Precinct Masterplan for Kings Reserve, Torrensville be endorsed. 2. Authorisation be provided to the Administration to develop a consultation plan and undertake consultation with the current lease / licensee stakeholders and the community. 3. A further report provided to a future date of the Community Facilities Committee meeting following consultation with the current lease / licensee stakeholders and the community.	Angelo Catinari	06/11/2017 - Community consultation has concluded. A family consultation day was held on Saturday 26 August 2017 and was successful with over 60 people attending. The feedback has been collated and a final report will be provided to the Community Facilities Committee in November 2017.	In progress
02/05/2017	Urban Services Prescribed Standing Committee	11.1 Torrensville Bowling Club - Proposed Lease	McKay / Rypp that: 1. Council provide its in principle consent to the proposed ground lease of 21 years to the Torrensville Bowling Club for the Council owned premises at 80 South Road, Torrensville, contingent upon the Club surrendering its existing lease (should this be necessary). 2. The commencing rental of the lease be \$2,000 pa plus GST and to escalate each year on the anniversary of the lease commencement by Adelaide All Groups Consumer Price Index (or similar index should that index cease to apply). 3. As is required under the relevant section(s) of the Local Government Act 1999, and Council's public consultation policy, public comment be sought on the proposed grant of lease to the Torrensville Bowling Club. 4. In the event that any meaningful adverse comment is received during the public consultation process, a further report be provided to the Community Facilities General Committee/Council to consider such public comment. 5. Should no meaningful adverse comment be received during the public consultation period the Mayor and Chief Executive Officer be authorised to sign and seal any documentation to give effect to the grant of lease.	Angelo Catinari	06/11/2017 - SAAFL have now signed their Deed of Variation for the changes to their boundaries. New Deed of Variation for the Torrensville Bowling Club to be issued in the coming days.	In progress
18/04/2017	Council	17.1 WestLINK Tram Network	Mangos / Woodward that the City of West Torrens write to the Minister for Transport and Infrastructure, the Hon Stephen Mulligan, MP, to advise that it supports the expansion of the tram network in Adelaide.  Further, the Minister be advised that the Council has some concerns regarding the two routes in the Multi Criteria Analysis Detailed Report for the WestLINK tram, and requests the Minister:  • To establish a joint working group with Council representation to determine the most appropriate WestLINK route. The joint working group also oversee further community consultation and engagement.  • Include Richmond Road via James Congdon Drive within the scope of the current evaluation process.	Terry Buss	Letter sent to Minister Mullighan 1/5/17 as per Council resolution.	In progress
04/04/2017	Urban Services Prescribed Standing Committee	11.3 Land Acquisition - Ashley Street / Hardys Road Roundabout Torrensville	McKay / Nitschke that the Chief Executive Officer and the Mayor be authorised to sign and seal any future documentation required for the acquisition of land for the Ashley Street / Hardys Road roundabout project.	Angelo Catinari	04/09/2017 - Agreement executed for acquisition of land and currently preparing plan of division. Detailed design is complete with works to be scheduled to commence during the month of October 2017. 06/11/2017 - Works commenced on 23 October 2017, subsequent to the completion of licenced survey to be undertaken to complete land acquisition.	In progress

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
04/04/2017	Urban Services Prescribed Standing Committee	11.4 Falcon Reserve and Frank Norton Reserve - Installation of Fence	Vlahos / O'Rielly that: 1. No further action is to be taken by the Administration in regard to installation of a full barrier safety fence at Falcon Reserve and Frank Norton Reserve. 2. A partial barrier structure solution is to be installed to address the concerns of the petition while not comprising the design and landscape elements of Falcon Reserve. 3. The head petitioner (of the Falcon Reserve petition) be advised accordingly. 4. A partial barrier be installed near the playground area at Frank Norton Reserve.	Angelo Catinari	Head Petitioner advised of Council's Decision via letter sent on 12 May 2017. A partial barrier fence was installed near the playground area at Frank Norton Reserve on 26 May 2017. 06/11/2017 - The concept plan has been finalised and a quote submitted to undertake the work which will be scheduled within the coming months.	In progress
28/03/2017	Community Facilities Prescribed General Committee	8.9 Thebarton Community Centre - Update of Works Plan	Nitschke / Demetriou that: 1. The detailed design and technical specification suitable for building construction and delivery of the building improvements, utilising the remaining Thebarton Community Centre project funds in the current budget for 2016/2017 proceed to be developed. 2. A further report to be brought back to this Committee for consideration once the detailed design works have been completed.	Angelo Catinari	Consultants engaged and project underway.  Once design is complete, an update report will be presented to the Community Facilities Committee meeting in November 2017.	In progress
28/03/2017	Community Facilities Prescribed General Committee	8.11 Community Centre After-Hours Staffing Options	Mayor Trainer / Nitschke that Option 4 be adopted by the Committee as the preferred option to provide more responsive, sustainable and flexible customer support to after-hours hirers of Council's community centres.	Pauline Koritsa	Recruitment in progress, applications closed Friday 8/9/2017	In progress
28/03/2017	Community Facilities Prescribed General Committee	8.12 Hilton RSL - Condition Assessment and Future Works Plan	Vlahos / Demetriou that: 1. The Future Options Study report proceed to be developed and a further report detailing a recommendation be provided back to the Community Facilities General Committee. 2. The budget funding required to deliver the scope of works for Works Phase 1 be referred to the 2017 / 2018 budget process.	Angelo Catinari	The Future Options Study report will be presented to a future Community Facilities Committee. Funds have not been provided for any capital works at the Hilton RSL in the 2017 / 2018 budget. 06/11/2017 - At the last Community Facilities Committee meeting on 26 September 2017 RSL Hilton representatives gave a presentation to the meeting regarding requirements to relocate to the new community hall section of 173 Sir Donald Bradman Drive. Negotiations are continuing with the RSL Hilton. No further works have progressed with the existing RSL Hilton building until these negotiations conclude.	In progress
21/03/2017	Strategy and Community Prescribed Standing Committee	11.2 Aircraft Noise Management in the West Torrens Development Plan	Polito / Hill that: 1. Given the Minister for Planning's preference for aircraft noise management to be addressed through the Planning and Design Code, the Administration writes to the Minister for Planning advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. 2. The Administration undertakes research on land use policy options for the management of aircraft noise in existing urban areas and report back to the Council.	Pauline Koritsa	The Administration wrote to the Minister for Planning 4 April 2017 advising that the Council seeks to contribute to the development of aircraft noise management provisions and other airport planning matters in the Planning and Design Code. Council report with a position on the management of aircraft noise to be submitted to the December Strategy and Community meeting.	In progress
07/02/2017	Urban Services Prescribed Standing Committee	11.2 Request for Liquor Licence - Western Youth Centre	Demetriou / Nitschke that: 1. The Western Youth Centre Inc.(WYC) be advised that Council (in its capacity as landlord) provides its consent for the grant of a Limited Club (Liquor) Licence at the facility to the Western Youth Centre Cricket Club on condition that the WYC, in its capacity as lessee of the facility, take responsibility for ensuring that there is no breach of the relevant Act or of the conditions of the liquor licence or anything that may result in the liquor licence being revoked or suspended. 2. The Western Youth Centre Inc. be further advised that the standard conditions contained within Council's Liquor Licensing policy (as follows at 2.3-2.12) will, where applicable, apply and that the following conditions will be embodied within a Deed of Variation (or similar document) to the existing lease agreement: 2.1 The liquor licence be solely for use by the Western Youth Centre Cricket Club. 2.2 The liquor licence to operate only during the cricket season and only between the hours of 6:30pm and 11:00pm on Saturdays when the A Grade Cricket team plays a home match or at times when a designated fundraising event has been approved by the WYC. 2.3 There shall be no entertainment on or in any balcony or outdoor area (the intention is to minimise the impact of noise). 2.4 There shall be no loudspeakers placed on or in the fascia of the premises, balcony or in any adjacent outdoor area or footpath (the intention is to minimise the impact of noise). 2.5 The Licensee shall at all times ensure that noise levels should be in accord with EPA Guidelines and the Liquor Licensing Regulations. 2.6 All entertainment shall cease one hour prior to closing time (to reduce disturbance to residents). 2.7 No loudspeaker shall be placed closer than 4 metres to any entrance to or exit from the premises and at all times, any such loudspeaker is to be directed away from entrances or exits and into the premises proper (to minimise the 'spill out' of noise emissions). 2.8 All external doors and windows are to be closed when the 'in-house' sound system is in use (other than for playing low level background music), live entertainment is being undertaken or a jukebox is available for use (to minimise the 'spill out' of noise emissions). 2.9 No garbage or refuse, including empty bottles and cans, is to be moved from inside the premises to outside storage bins or areas between the hours of 11pm and 7am the following morning after an event (to reduce disturbance to residents). 2.10 Garbage or refuse, including empty bottles and cans, is not to be available for collection by waste disposal or similar operators (other than operators employed or organised by the CWT) between the hours of 11pm and 7am the following morning after an event (to reduce disturbance to residents). 2.11 The Licensee shall have displayed at all exits from the premises clearly visible signs in the form of: "Please Leave These Premises As Quietly and Quickly As Possible to Reduce Disturbance to Nearby Resident; (wording is discretionary).	Angelo Catinari	29/06/2017 - Deed of Variation is expected to be issued to the Western Youth Centre by mid-July 2017 for signatories. 31/08/2017 - Awaiting for confirmation of the issue of the licence. 07/09/2017 - Deed of Variation prepared. Awaiting for notification from City Development. 23/10/17 - Documents mailed to WYC for execution by WYC signatories (following notification of issue of liquor licence).	In progress

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
07/02/2017	Urban Services Prescribed Standing Committee	11.3 Reid Street Permit Update	Nitschke / Palmer that: 1. A permit for a term of 5 years commencing on 30 November 2016 at an initial permit fee of \$20,900 pa plus GST be granted to Thebarton Management Pty Ltd for use of that portion of Reid Street Thebarton as delineated in Attachment 1 of the report. 2. The permit fee escalate by Adelaide All Groups Consumer Price Index (CPI) (or similar index should that index be discontinued) on each anniversary of the commencement date. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the grant of permit.	Angelo Catinari	07/03/2017 - Letter sent to permit holder advising of Council's decision from its meeting held on 7 February 2017 along with the permit documentation for signing. 04/09/2017 - Legal advice currently being sought. Mid Sept - Onsite meeting with permit holder's property adviser - adviser to check/clarify requirements with property owner and advise CWT. 30/10/17 - Reminder email sent 30/10/17) as still awaiting response.	In progress
17/01/2017	Urban Services Prescribed Standing Committee	11.1 Potential Road Closures - Craig Street, Richmond, and Tyson Street, Ashford	Vlahos / Mangos that: 1. The report be noted. 2. Council Administration be authorised to commence the process of closure of the identified portion of road (extension of Weaver Avenue) on the northern side of Craig Street, Richmond (as per Attachment 3). 3. Further reports be provided to the Council as, and when, appropriate milestones are reached and/or when any additional authorisation(s) may be required as part of the road closure process and sale of the extension of Weaver Avenue that is north of Craig Street	Angelo Catinari	30/01/2017 - Letter sent to owners of adjoining properties advising of Council's resolution and seeking an indication from them as to whether they have any interest in purchasing the land. 06/03/2017 - Engaged consultant to commence road closing process. Preliminary plans lodged with the Surveyor-General. 04/09/2017 - Awaiting updates from consultants. 07/11/2017 - Road closure plans currently being prepared.	In progress
17/01/2017	Urban Services Prescribed Standing Committee	11.2 Proposed Footpath Installation - Horsley Street, Lockleys and Neptune Crescent, West Beach	McKay / Rypp that: 1. The scheduled footpath construction works on the eastern side of Horsley Street, Lockleys, as approved within the 2016/17 budget, be deferred to allow for wider consultation with local residents in neighbouring streets. 2. The Administration proceeds with the scheduled footpath construction works on the western and southern side of Neptune Crescent, West Beach, as approved within the 2016/17 budget. 3. The Administration advises the residents of Horsley Street and Neptune Crescent of Council's decision.	Angelo Catinari	Footpath installation on Neptune Crescent - Refer to subsequent resolution of Council on 16 May 2017 (Item 9.1). Footpath installation on Horsley Street - Undertaking public consultation in a wider scope. 07/11/2017 - Letter to local residents in neighbouring streets for wider consultation scheduled for distribution in December 2017.	In progress
17/01/2017	Urban Services Prescribed Standing Committee	11.3 Cummins House Lease	Demetriou / Hill that: 1. Approval be sought from the Department of Planning Transport and Infrastructure (DPTI) for the grant of a short term extension of the current lease of Cummins House, on similar terms and conditions as the existing lease agreement, until 31 December 2018, or until such time as a final agreed position has been negotiated and determined by the parties 2. The Mayor and Chief Executive Officer be authorised to sign and seal such short term agreement. 3. The Administration be authorised to enter into formal negotiations with representatives from the the Department of Planning Transport and Infrastructure for the acquisition by Council of the Cummins House property. 4. A further report(s) be provided to Council should formal Council input be required throughout, or alternatively at the conclusion of, the negotiation process.	Angelo Catinari	27/01/2017 - Letter sent to DPTI advising of Councils' resolution and seeking appointment to commence negotiations. 30/01/2017 - Email sent to Cummins Society reps and caretakers providing link to report and minutes address newspaper article. 07/03/2017 - Awaiting letter of response from DPTI. 16/03/2017 - It is received the letter in response from DPTI, regarding its consent to an extension of the current lease until 31/12/2018. 28/03/2017 - A new letter is sent to DPTI with concerns raised by the Council. 26/04/2017 - Further emails sent seeking for updates from DPTI. 22/06/2017 - Receipt of reply from DPTI that extension of contract till Dec 2018 is confirmed. Negotiation ongoing regarding a longer term lease or acquisition of Cummins House by the Council. 02/08/2017 - Notification received from DPTI that Minister of Transport declared Cummins House as surplus, enabling DPTI to undertake PC114 Process. 04/09/2017 - Council Administration to schedule meetings and determine next steps. 20/10/2017 - Extended agreement (required CEO signature only) executed by CEO on 19/10/2017 and returned to DPTI. 06/11/2017 - Extension to lease until 31 December 2018 has been confirmed by DPTI.	In progress
17/01/2017	Urban Services Prescribed Standing Committee	11.4 Private Parking Area Agreement - Charter Hall	Nitschke / Mangos that: 1. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation to enter into an agreement with Charter Hall Limited under the Private Parking Areas Act to police the private parking area at 38 South Road Torrensville. 2. No timed parking restrictions be included in the agreement.	Angelo Catinari	07/03/2017 - Private parking agreement forwarded to Charter Hall for execution. 06/11/2017 - Currently awaiting signed documentation.	In progress
13/12/2016	Council	15.2 Westside Bikeway Bike Park	Woodward / McKay that Council investigate options, including community consultation, for a children's bike park within the Westside Bikeway as part of the 2017-2018 budget and business plan.	Angelo Catinari	Concept level planning to be included in Council's Budget 2017/18 and currently included within the Weigall Oval Stage 1 works. 06/11/2017 - Tender has been awarded. Initial site works to commence early December 2017.	In progress
13/12/2016	Urban Services Prescribed Standing Committee	11.1 Request for Sign/Monument - Beare Avenue Reserve, Netley	Tsiaparis / Mangos that: 1. The applicant, the Kangaroo Island Pioneers Association (KIPA), be advised that Council provides its consent for the placement of interpretive signage, at Council's expense, featuring the wording provided within the applicant's submission (as per Attachment 3) on Beare Avenue Reserve, Netley. 2. Council's Administration proceed to develop a stylised historic sign.	Angelo Catinari	The Administration have advised the applicant via email of Council's resolution. Council Officers' will now proceed with developing a sign. Meeting scheduled with manufacturer for early March 2017 for the development of a pedestal sign. 27/06/2017 - Sign design 90% developed. 06/11/2017 - Design completed and the sign is currently being built for installation.	In progress



Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
13/12/2016	Urban Services Prescribed Standing Committee	11.4 DPTI - Request to Erect Informational Signage - South Road, Torrensvile	Nitschke / Mangos that: 1. The report be noted. 2. Council grant its consent in its capacity as landlord for the erection/installation of a gantry type Variable Message Sign by the Department of Planning, Transport and Infrastructure (DPTI) on Council land close to the air raid shelter on South Road, Torrensvile, in accordance with the plans provided in Attachment 3 of this report, subject to any necessary planning consent. 3. Council enter into a licence (and associated permit) with DPTI, as indicated in the plans in Attachment 2 of this report, for a period of 5 years commencing from the date of installation, at a nominal rental of \$10p.a. (plus GST) payable on demand. 4. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation in regard to the grant of a lease/licence and associated permit.	Angelo Catinari	10/01/2017 - The draft licence has been prepared by City Assets and forwarded to DPTI for comment with letter advising of Councils' resolution. 24/05/2017 - Awaiting a response from DPTI. 22/08/2017 - Response received from DPTI. 04/09/2017 - Currently preparing amended documents. 06/09/2017 - A revised draft lease sent to DPTI by Council's Senior Property Assets Advisor. 06/11/2017 - Works are continuing onsite to install sign by DPTI.	In progress
13/12/2016	Urban Services Prescribed Standing Committee	11.7 Verran Avenue, Bennett Street and Ruddock Avenue Petition	Vlahos / O'Rielly that: 1. Traffic management issues raised by the petitioners be deferred to the Richmond/Mile End Local Area Traffic Management program. 2. Alteration of parking controls and installation of new street lighting in Ruddock Avenue be endorsed subject to consultation with directly affected residents.	Angelo Catinari	21/12/16 - Draft consultation material being developed. 07/03/2017 - Parking controls completed. Awaiting street lighting upgrade.  04/09/2017 - Following up with SAPN regarding street lighting upgrade. 07/11/2017 - Lighting design being undertaken.	In progress
20/09/2016	Strategy and Community Prescribed Standing Committee	11.2 Carparking Fund Legal Advice	Palmer / McKay that, as a result of the assenting of the Planning, Development and Infrastructure Act 2016, the establishment of a car parking fund and an associated Car Parking Contribution Fund policy be deferred until such time as the transitional legislation that will apply to an 'off-setting contribution scheme' is known.	Pauline Koritsa	3/11/2016 - Updated advice has been recieved from KelledyJones on 4 October 2016 advising that the transitional legislation outlines that an existing car parking fund will automatically become an off-setting scheme under section 197 of the PDI Act on the date of its commencement. Investigations on location and nature of a car parking fund/off setting scheme will be commenced. Staff are monitoring the transitional implementation of sections fo the PDI Act 2016. Section 197 has not yet ben activated.	In progress
02/08/2016	Urban Services Prescribed Standing Committee	11.1 George Street Upgrade Stage 2 - Street Consultation Summary	Nitschke / Vlahos that: 1. The report be received. 2. The Administration proceeds with the George Street - Stage 2 upgrade based on a revised version of the Option 3 road design (Attachment 1 of report). (This design variation will provide an additional two (2) on-street parking spaces and require the removal and replacement of a further two (2) existing street trees.)	Angelo Catinari	07/09/2016 - The detailed design works have commenced. 29/05/2017 - Design and documentation of upgrade 90% complete. Pre-tendering process is ongoing. 27/06/2017 - Tendering is scheduled in late July 2017 and tendering documents are being developed. 04/09/2017 - Tendering is scheduled for mid-September 2017. 06/11/2017 - Major stormwater upgrade works now included in scope of works which have resulted in revised design and tender periods. Tenders closing by Friday 10 November 2017. Evaluation will be undertaken in November/December 2017 for works to commence in January 2018.	In progress
19/04/2016	Council	15.1 Capital Budget for Community Facilities	Woodward / Dua that:  1. The \$6 million set aside in the 2015/16 capital budget for the Camden Oval precinct development pursuant to a resolution of the Community Facilities General Committee on 22 September 2015, and subsequently endorsed by Council on 6 October 2015, be reduced to \$5.5 million; 2. \$1 million be allocated to the redevelopment of Weigall Oval Stage 1 from the unspent 2015/16 capital budget for community facilities, currently \$6.568 million; and 3. \$500,000 be added to the budget for the Camden Oval precinct development from the proceeds of future asset sales when these sales occur.	Bill Ross	The changes in items 1 and 2 were picked up in the March budget review which was being presented to Council on 17 May 2016 - completed. Item 3 is on hold until an asset sale occurs - in progress.	In progress
08/03/2016	Corporate Planning Policy and Performance Prescribed Committee	9.1 Free Visitor Vouchers for Parking	Hill / Haese that the Administration be authorised to provide up to eight booklets of twelve free visitor vouchers per calendar year to residents of Burt Avenue and Mallen Street Hilton for visitors to be exempt from parking time restrictions in these streets, subject to the following conditions:  1. The entitlement of eight booklets will be limited to one resident per household; 2. New residents after 1 January 2016 will not have an entitlement; and 3. The entitlement to free visitor parking vouchers will conclude at the end of the 2017 calendar year and prior to this the Administration will review parking arrangements in Burt Avenue and Mallen Street, Hilton and report back to Council on the findings of the review.	Bill Ross	Processes has been put in place to apply the issuance of permit booklets as per the action above. 06/11/2017 - Kerbside parking survey to be undertaken during month of November 2017.	In progress
22/09/2015	Community Facilities Prescribed General Committee	9.1 Honour Boards	Noting that the matter was not urgent, Cr McKay asked if the number of honour boards under Council's care and control could be advised, together with their dimensions and total surface area? The Administration undertook to investigate and report back to a future meeting.	Pauline Koritsa	Consulted with Cr McKay to clarify focus is on War Memorial honour boards. Scoped out task with Dean Ottanelli. Workers being deployed to locate, identify, measure and photograph boards in preparation for report back	In progress

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
25/08/2015	Civic Committee	7.2 Thebarton Community Centre - Signage and Public Artworks	Demetriou / Trainer that the Administration undertake additional research into public art installations at Thebarton Community Centre and environs that reflect the history of the area including early migration, settlement and industry, and report back on possible options at a future meeting of this Committee.	Pauline Koritsa	Investigations underway concerning art installations of this nature undertaken by other councils and cultural agencies. Consultation with City Works concerning possible location options being developed. EOI and project description documents completed. This has now been incorporated in to wider design brief for the upgrade and refurbishment of Thebarton Community Centre proposals. Recommend deferral to 2016/17 financial year. Upgrades for TCC currently being considered with a view to developing a plan for 2016/17. This includes signage. Request for quote being prepared for artwork	In progress
17/10/2017	Council	17.1 Prudential Report - Weigall Oval	Woodward / Farnden that: 1. It consider, note and acknowledge the contents of the Prudential Report prepared by JAC Comrie Pty Ltd in regard to the Weigall Oval Masterplan upgrade project. 2. A copy of the Prudential Report undertaken by JAC Comrie Pty Ltd in regard to the Weigall Oval Masterplan upgrade project be made available at Council's Civic Centre for public inspection. 3. The Mayor and Chief Executive Officer be authorised to sign and/or seal the State Local Government Infrastructure Partnership Funding Deed, which confirms Council funding of \$3.3 million and State/Local Government funding of \$1.2 million, for the remaining components of the Weigall Oval Masterplan upgrade project. 4. Funding of \$3.3 million for the remaining components of the Weigall Oval Masterplan upgrade project be provided/sourced through a future budget variation(s) AND/OR borrowings.	Angelo Catinari	06/11/2017 - Copies of the Prudential Review have been made available on the front counter of the Service Centre. The State Local Government Infrastructure Partnership Funding Deed has been signed and sealed by Council and submitted to the LGA on 25 October 2017. Funding for the remaining components of the Weigall Oval project have been included in the Council's September 2017 Budget Review Process.	Completed
17/10/2017	Council	17.2 Development Assessment Panel - Independent Member Appointment 2017-18 - Confidential Order Review	Rypp / Mangos that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 1 November 2016, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 17.5 'Development Assessment Panel - Independent Member Appointment 2017-18', Council orders the information contained in the 'DAP Interview Report' attached to Item 17.5 'Development Assessment Panel - Independent Member Appointment 2017-18', relating to the appointment of independent members to Council's Development Assessment Panel which was presented to the 1 November 2016 meeting of Council, continues to be retained in confidence in accordance with section 91(7)(a), 91(7)(b) of the Local Government Act 1999, and not be made available for public inspection until 1 November 2026 on the basis the information contained in the 'DAP Interview Report' contains the applicants' personal information and the premature disclosure of this information would be unreasonable given it could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to those applicants by Council.  2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not to extend it.	Terry Buss	Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed
17/10/2017	Strategy and Community Prescribed Standing Committee	11.1 Ministerial DPA Morphettville Racecourse Consultation Response	Demetriou / Hill that: 1. The consultation response (Attachment 1) be approved and forwarded to DPTI, along with a copy of this report, as Council's response to the Morphettville Racecourse Ministerial Development Plan Amendment. 2. It expresses concern to the Minister that consultation on the proposal is being sought ahead of any traffic management studies being undertaken regarding the likely impacts of development at the site on traffic management in the locality. 3. It advises the Minister that it broadly supports the concept of the proposed DPA, subject to the details and amendments proposed in the consultation response prepared by the Administration. However, support for the DPA itself is reserved subject to satisfactory resolution of stormwater and traffic concerns. 4. The Minister be advised that traffic management and stormwater comments will be provided separately to DPTI, once relevant professional reports are provided for Council's consideration. 5. The Minister to be advised that Council reserves the right to comment on these matters at such time as relevant engineering reports can be provided to satisfy the professional assessment of Council's assets and traffic engineering functions, even if this extends outside of the formal public consultation timeframes set for the Development Plan Amendment.	Pauline Koritsa	Consultation response, including details of actions 1-4 in the Council Motion, provided to DPTI and the Chair of State Planning Commission (CC'd to City of Marion, SAJC, and their consultant MasterPlan.) No further relevant professional reports on traffic management or stormwater provisions have been provided at this stage, and therefore comments on these matters have yet to be provided to DPTI.	Completed
17/10/2017	Strategy and Community Prescribed Standing Committee	11.2 Responses to Consultation on DPAs in Neighbouring Council Areas	McKay / Nitschke that: 1. The response, (Attachment 1), submitted to the City of Charles Sturt as Council's response to the Charles Sturt Council Draft Privately Funded Seaton Mixed Use (Residential and Commercial) Development Plan Amendment be retrospectively endorsed. 2. A letter of acknowledgement and thanks be provided as its response to the City of Charles Sturt's Local Heritage Places Development Plan Amendment.  3. The proposed feedback, (Attachment 2), be approved and submitted to the City of Marion in response to the City of Marion Housing Diversity Development Plan Amendment.	Pauline Koritsa	Action 1: Response emailed 15/09/2017 to meet consultation deadline and response retrospectively endorsed at Council Meeting on 17 October 2017. Action 2: Letter of acknowledgement and thanks posted to City of Charles Sturt's Local Heritage Places DPA. Action 3: Response to City of Marion Housing Diversity DPA submitted.	Completed
17/10/2017	Council	8.1 Petition to Install Speed Restrictions on Allchurch Avenue, North Plympton	Farnden / Woodward that: 1. The Petition be received. 2. A report be presented to a future meeting of the Urban Services Prescribed Standing Committee and the Head Petitioner be notified accordingly.	Pauline Koritsa	Correspondence sent to Mr Ienco advising that the petition had been considered by Council and that a future report would be presented to the 12 December meeting of Council.	Completed

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
17/10/2017	Council	8.3 Underdale and Torrensville Vision and Rezoning Petition - Update	McKay / Rypp that the Petition be received.	Pauline Koritsa	A letter has been sent to Mr Mostaskis advising that Council considered the petition and that the report was received.	Completed
03/10/2017	Council	17.2Community Engagement Charter 2017 Discussion Draft Submission	Mangos / Woodward that: 1. The feedback contained within this report be provided as Council's submission to the State Planning Commission on the establishment of a Community Engagement Charter in accordance with the Planning, Development and Infrastructure Act 2016. 2. Council's submission to the State Planning Commission be submitted to the Local Government Association.	Pauline Koritsa	The Council's feedback was submitted to the State Planning Commission on 9 October 2017 and also provided to the Local Government Association.	Completed
03/10/2017	Council	17.3 Fund My Neighbourhood - List of Projects	Mangos / Nitschke that Council supports the projects as recommended in Attachment 1 for inclusion in the 'public voting' as part of the 'Fund My Neighbourhood' programme in the terms sought by the Department of the Premier and Cabinet.	Terry Buss	The Administration confirmed with the Fund My Neighbourhood Project the list of Council approved projects.  These projects have now been reflected on the live Fund My Neighbourhood voting website.	Completed
03/10/2017	Council	17.6 LGA Council Members Forum 2017	Rypp / Nitschke that: 1. Council approves the attendance of Cr Woodward at the LGA Council Members Forum being held at the Stamford Plaza Adelaide, on Friday 27 and Saturday 28 October 2017. 2. Expenses be reimbursed in accordance with Council policy.	Terry Buss	Cr Woodward registered to attend.	Completed
03/10/2017	Council	17.5 Information Services Security Audit - Confidential Order Review	Woodward / O'Rielly that: 1. In accordance with section 91(9)(a), having reviewed the confidentiality order made on 17 October 2016, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 10.1 - Information Services Security Audit, Council orders the information contained in: a) the confidential report Item 10.1 - Information Services Security Audit presented to the Audit and Risk Committee at its 17 October 2016 Meeting; b) all relevant documentation associated with and attached to the confidential agenda Item 10.1 - Information Services Security Audit of 17 October 2016; continues to be retained in confidence in accordance with Section 90(3)(e) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the information received, discussed and considered in relation to this agenda item deals with matters affecting the security of Council on the basis that the information contained in the report and attachments contains information related to an audit of the level of vulnerability within Council's public internet perimeter and disclosure would severely expose and subsequently compromise the security of information contained in Council's information technology networks to the detriment of both Council and the public and, as such, is contrary to the public interest.  2. Pursuant to s91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed
03/10/2017	Urban Services Prescribed Standing Committee	11.1 West Beach Road Integrated Streetscape Project	Haese / Mangos that: 1. While concerned about some details of the announcement, Council note that the application submitted to the Local Government Transport Advisory Panel in March 2017 for Special Local Road Program funding has been approved for \$1,890,000 for 2017/18. 2. The City of Charles Sturt accept the full amount of the funding on behalf of City of Charles Sturt and City of West Torrens. 3. Council note the requirement for the Cities of Charles Sturt and West Torrens to have allocated budgets to secure the funding and enable delivery of the project. 4. A budget allocation of \$2,877,000 derived from loan funding be made available in order for the grant contribution to take effect and enable a construction contract to be entered into to commence the project.	Angelo Catinari	06/11/2017 - The budgeted amount has been included in the September 2017 Budget Review.	Completed
03/10/2017	Urban Services Prescribed Standing Committee	11.3 Proposed Footpath Installation - Neptune Crescent, West Beach	Haese / Mangos that: 1. The report relating to the proposed installation of a footpath in Neptune Crescent, West Beach be received. 2. The Committee notes that there are ongoing objections from local residents to install a footpath in Neptune Crescent either as originally proposed (western and southern side) or that alternatively proposed (eastern and southern side) and accordingly, Council not proceed with the installation of a footpath in Neptune Crescent and that the funding allocated for the project be reallocated to Council's 2017/18 Footpath Remediation Program. 3. The Administration advises the residents of Neptune Crescent of Council's decision.	Angelo Catinari	09/10/2017 - Referred to December 2017 Budget Review. 12/10/2017 - Notificaiton Letter of Council Decision distributed to residents.	Completed
03/10/2017	Governance Prescribed Standing Committee	11.1 2017 LGA Annual General Meeting - Notices of Motion	Demetriou / Mangos that the Annual General Meeting requests that the Local Government Association seeks the amendment of section 74 of the Local Government Act 1999 to enable a member of a council who has declared a material conflict of interest in a matter to be discussed at a meeting of the council, to be able to elect to remain in the meeting, participate in the debate and vote on the matter if the member is able to demonstrate that it is in the public interest for the member to do so particularly when nominating for community committee membership or conferences and seminars specifically related to local government business i.e. Local Government Association Annual General Meeting, Australian Local Government Association National Congress etc.'	Pauline Koritsa	Sent to LGA 4 October 2017. Receipt acknowledged 6 October 2017	Completed

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
03/10/2017	Strategy and Community Prescribed Standing Committee	11.1 Underdale and Torrensville Urban Renewal Development Plan Amendment	McKay / Nitschke that: 1. The attached Summary of Consultation and Proposed Amendments Report relating to the Underdale and Torrensville Urban Renewal Development Plan Amendment be endorsed and referred to the Minister for Planning. 2. The attached Summary and Response to Agency Submissions Report relating to the Underdale and Torrensville Urban Renewal Development Plan Amendment be endorsed and referred to the Minister for Planning. 3. The attached post-consultation version of the Underdale and Torrensville Urban Renewal Development Plan Amendment be endorsed and referred to the Minister for Planning for approval. 4. The attached Underdale and Torrensville Open Space Study and Underdale and Torrensville Urban Renewal Development Plan Amendment Traffic Analysis Study be received. 5. The Chief Executive Officer be authorised to sign the Certificate required to confirm that the Torrensville and Underdale Urban Renewal Development Plan Amendment is suitable for approval, pursuant to section 25 of the Development Act 1993 (and in accordance with schedule 4B of the Development Regulations 2008). 6. The Chief Executive Officer be granted delegated authority to make minor changes of a technical or editorial nature only to the Underdale and Torrensville Urban Renewal Development Plan Amendment and/or Summary of Consultation and Proposed Amendments Report, if considered necessary to facilitate final approval of the Underdale and Torrensville Urban Renewal Development Plan Amendment.	Pauline Koritsa	The Underdale and Torrensville Urban Renewal Development Plan Amendment (including endorsed attachments) was submitted to the Minister for Planning on 9 October 2017.	Completed
03/10/2017	Council	17.4 Hours of Operation 2017/18 - Christmas and New Year	Nitschke / Tsiaparis that the hours of operation of the Civic Centre, Hamra Centre Library and Depot be noted.	Bill Ross	17/10/17 TR Currently confirming with Media and Events if they prepare information which is available to the public. 20/10/17 TR Complete	Completed
19/09/2017	Council	17.1 2017 LGA Annual General Meeting - Notices of Motion and Appointment of Delegates	Mangos / Palmer that: 1. The voting delegates to the LGA Annual General Meeting be Mayor Trainer and Deputy Mayor Mangos (proxy). 2. The recommended process for the lodgement of Notices of Motion for the November 2017 Local Government Association Annual Meeting, contained within this report, be approved. 3. Council delegates the authority to the Chief Executive Officer to finalise the wording of any Notices of Motion and submit them to the LGA.	Pauline Koritsa	A subsequent report has been written for Council's consideration at the 3 October 2017 Council meeting.	Completed
05/09/2017	Council	12.2 Civic Committee Item 7.2 Pacific School Games Adelaide 2017	Nitschke / Demetriou that \$5,000 plus in kind support, as agreed by the Administration, be provided to School Sports Australia in support of its 2017 Pacific School Games Adelaide to be held from 3 to 9 December 2017.	Pauline Koritsa	Program Leader Partnerships has been in contact with the Pacific School Games organisers and they will send an invoice for the \$5,000.	Completed
05/09/2017	Council	17.2 Establishment of the Council Assessment Panel	Demetriou / Palmer that: 1. Council appoints the following Independent Members to the Council Assessment Panel (CAP) pursuant to Section 83(1)(b)(i) of the Planning, Development and Infrastructure Act 2016 for the period 1 October 2017 to 30 December 2018: - Ms Colleen Dunn - Dr Donna Ferretti - Mr Wayne Stokes - Ms Jane Strange. 2. Dr Donna Ferretti be appointed as the Presiding Member of the Council Assessment Panel (CAP) pursuant to section 83(1)(b)(vi) of the Planning, Development and Infrastructure Act 2016 for the period 1 October 2017 to 30 December 2018. 3. The Council Assessment Panel (CAP) Terms of Reference (Attachment 1 of Agenda report) be approved and commence on 1 October 2017. 4. In exercise of the power contained in Section 20 of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008 as specified in the proposed Instrument of Delegation number 8 and contained in the Delegations Framework 2017 are hereby delegated this 5th day of September 2017 to the Council Assessment Panel, to commence on 1 October 2017, subject to the conditions and limitations specified in the Instrument contained in the Delegations Framework 2017. 5. All allowances paid to members of the Council Assessment Panel (CAP) be the same as the current Development Assessment Panel allowances, indexed annually at the same rate as Elected Member allowances as defined in Regulation 4(2) of the Local Government (Members Allowances and Benefits) Regulations 2010 (Consumer Price Index). Those rates are as follows: Presiding Member \$10,697 Elected Member \$ 5,835 Independent Members \$ 5,835 6. Payment of allowances to independent members of the Council Assessment Panel (CAP) be subject to the provision of a valid invoice containing an Australian Business Number (ABN). 7. Deputy members to the Council Assessment Panel (CAP) be paid an allowance equivalent to 1/12th of the annual allowance paid to the sitting member per meeting attended.  FURTHER	Pauline Koritsa	Letters of Appointment have been issued to all Independent Members of the CAP.	Completed
05/09/2017	Council	17.4 Grant Application from Adelaide Cobras Soccer Club	Woodward / Tsiaparis that Council endorse the funding application of \$1,985 by the Adelaide Cobras for the relocation of their finals match due to the unsuitable condition of Weigall Oval.	Pauline Koritsa	Approval letter with request for invoice posted out.	Completed



Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
05/09/2017	Council	17.5 LGFA Annual General Meeting 2017	Demetriou / Woodward that: 1. The Local Government Finance Authority be advised that Council has no motions for the upcoming Annual General Meeting. 2. Mr Bill Ross, General Manager, Corporate and Regulatory, be appointed as Council's representative to the Annual General Meeting.	Bill Ross	LGFA advised.	Completed
05/09/2017	Council	17.6 Murray Darling Association 73rd National Conference and AGM 2017	Tsiaparis / Palmer that: 1. Council approves the attendance of Cr Mangos at the Murray Darling Association 73rd National Conference and Annual General Meeting 2017 to be held at Renmark, South Australia from 11 - 13 October 2017. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of spouses/partners of attending Elected Members and further, consistent with Council policy, that the cost of any incidental meals be met by Council.	Terry Buss	Conference registration and accommodation booked for Cr Mangos. Relevant conference documentation and accommodation itineraries provided to Cr Mangos.	Completed
05/09/2017	Council	17.7 Nomination to the Local Government Transport Advisory Panel	Farnden / Nitschke that Cr Demetriou be nominated as the metropolitan council member of the Local Government Transport Advisory Panel.	Pauline Koritsa	Nomination form forwarded to LGA SA on 13 September 2017. Receipt acknowledged on 14 September 2017.	Completed
05/09/2017	Council	17.9 Nomination to the South Australian Heritage Council	Woodward / Tsiaparis that Cr Nitschke be nominated as the local government member of the South Australian Heritage Council.	Pauline Koritsa	Cr Nitschke's nomination to the South Australian Heritage Council was submitted to the LGA on 13 September 2017.	Completed
05/09/2017	Urban Services Prescribed Standing Committee	11.2 Request for Road Closure - Weber Street, Torrensville	Nitschke / Polito that Council does not proceed with the sale of Weber Street, Torrensville to the Civil Contractors Federation (CCF) and the Administration advises them accordingly.	Angelo Catinari	CCF verbally advised on 12 October 2017 and formal advice has now been provided in November 2017.	Completed
05/09/2017	Urban Services Prescribed Standing Committee	11.3 Torrensville Bowling Club - Request to Relocate Signage	Nitschke / Haese that the Torrensville Bowling Club be advised that Council provides its consent in its capacity as landlord for the Club to erect two new signs on the eastern/South Road frontage of the northern green and two new signs in the south-eastern corner of the southern green, in accordance with the information provided in the Club's letter of 10 August 2017, subject to any necessary development consents being sought and obtained.	Angelo Catinari	08/09/2017 - Council Officers met with the club rep (Michael Feeney) and advised that sign frames can remain where they are (subject to planning approval etc) but that the signs are only allowed to be inward facing. Formal approvals to be provided as part of the development approval process.	Completed
22/08/2017	Civic Committee	7.3 Environment Grant Recommendation Report - August 2017	Rypp / Woodward that Council that the application from Underdale High School for the installation of vegetable gardens be approved to the sum of \$2,777.	Pauline Koritsa	Application processed	Completed
22/08/2017	Civic Committee	7.4 Amendment to the City of West Torrens Grants and Sponsorship Guidelines	Rypp / Nitschke that: 1. An International Representation Grant up to a maximum of \$500 be incorporated into Council's Grants and Sponsorship program to support individual residents representing Australia internationally in their chosen field. 2. The amended City of West Torrens Grants and Sponsorship Guidelines be approved.	Pauline Koritsa	Guidelines have been amended and sent to PR / IT for updating on website.	Completed
22/08/2017	Civic Committee	7.5 Community Grants June - August 2017	Haese/ Rypp that the distribution of community grants, as detailed in the report and attachment, be approved.	Pauline Koritsa	Approval letters with requests for invoices posted out.	Completed
15/08/2017	Council	9.1 Item 17.1 - State Local Government Infrastructure Partnership Funding Deed Weigall Oval Master Plan Upgrade Brought Forward for Consideration at this Point in the Meeting	Vlahos / Nitschke that: 1. Council resolves to accept the funding offer of \$1.2 million made available under the State Local Government Infrastructure Partnership funding deed to proceed with the remaining components of the Weigall Oval Masterplan including the construction of a new shared clubroom facility and remediation and upgrade of the playing surface. 2. Having resolved to accept the funding offer as per point 1 above, Council authorises the Chief Executive Officer to commence preparation of a Prudential Review Report for completion of the Weigall Oval Masterplan upgrade and such Prudential Review report be presented to Council for consideration as per S.48 of the Local Government Act 1999 at the earliest opportunity. 3. Additional funding of \$3.3 million required to proceed with the remaining components of the Weigall Oval Masterplan upgrade be addressed by Council when it further considers the Prudential Review Report referred to in point 2 above. 4. That additional landscaping and beautification of the verge along Oval Terrace, James Street and Urrbrae Terrace be included in Phase 1.	Angelo Catinari	06/11/2017 - Prudential report approved by Council on 17 October 2017. Refer to subsequent resolution of Council on 17 October 2017. Resolution Dot Point 4: Consultant has been commissioned to undertake the additional work for the landscaping and beautification of the verge along Oval Terrace, James Street and Urrbrae Terrace.	Completed
15/08/2017	Council	17.2 Confidential Order Review - Update - Thebarton Theatre - Fire Safety	Nitschke / McKay that: 1. Pursuant to s91(9)(a) of the Local Government Act 1999, having reviewed the confidentiality order made on 3 September 2013 and reviewed at Council's 19 August 2014, 4 August 2015 and 16 August 2016 meetings, pursuant to s91(7), s91(7)(a) and s91(7)(b) of the Local Government Act 1999, in respect of confidential item 21.1 - Update - Thebarton Theatre - Fire Safety, Council orders the information contained in: a. the confidential report item 21.1 - 'Update - Thebarton Theatre - Fire Safety presented to Council at its 3 September 2013 meeting; b. the confidential Minutes to item 21.1 - 'Update - Thebarton Theatre - Fire Safety' of 3 September 2013; and c. all relevant documentation associated with and attached to the confidential agenda item 21.1 - 'Update - Thebarton Theatre - Fire Safety' of 2 September 2013; continues to be kept confidential in accordance with s91(7)(a) and s91(7)(b) of the Local Government Act 1999 and not be available for public inspection until all identified works are completed on the basis that the disclosure of the documents would reasonably be expected to breach a duty of confidence to the lessee of the facility. 2. Council delegates the power to revoke, but not extend, the confidentiality order to the Chief Executive Officer on a monthly basis pursuant to and in accordance with provisions of Section 91(9)(c) of the Local Government Act 1999.	Terry Buss	Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed



Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
15/08/2017	Council	17.3 Nominations for the South Australian Boating Facility Advisory Committee	Rypp / Demetriou that Cr McKay be nominated as local government member/s of the South Australian Boating Facility Advisory Committee.	Pauline Koritsa	Cr McKay advised the Administration (by telephone on 4 September 2017) that he wished to withdraw from the nomination process.	Completed
15/08/2017	Council	17.4 2017 National Local Roads and Transport Congress	Rypp / Hill that: 1. Council approves the attendance of Cr/s Demetriou and McKay at the ALGA National Local Roads and Transport Congress 2017, to be held at Albany, Western Australia from 6 to 8 November 2017. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of spouses/partners of attending Elected Members and further, consistent with Council policy, that the costs other than airfares, be met by Council.	Terry Buss	Conference Registrations submitted for Cr Demetriou and Angelo Catinari. Flights, Accommodation and Car Hire reservations made 6/10/2017.	Completed
15/08/2017	Strategy and Community Prescribed Standing Committee	11.1 Submission on the Community Engagement Charter prepared under the Planning, Development and Infrastructure Act 2016	Demetriou / Vlahos that: 1. The feedback contained within this report be provided as Council's submission to the State Planning Commission on the establishment of a Community Engagement Charter in accordance with the Planning, Development and Infrastructure Act 2016. 2. Council's submission to the State Planning Commission also be submitted to the Minister for Planning and the Local Government Association. 3. If the timeframe for submissions on the draft Community Engagement Charter, when and if it is released, provides insufficient opportunity for Council to consider and submit its response, the Chief Executive Officer be authorised to make a submission on Council's behalf to the State Planning Commission with copies to the Minister for Planning and the Local Government Association.	Pauline Koritsa	The CEO sent a letter to Tim Anderson QC, Chair of the State Planning Commission, on 17 August 2017 containing the Council's endorsed feedback. Copies of the letter were also sent to the Minister for Planning and the Local Government Association. The submissions period for the draft Community Engagement Charter has not yet been formally announced. However, it is expected to be for a period of 6 weeks which should allow sufficient time for the Council to consider making a submission at a future meeting.	Completed
01/08/2017	Council	9.2 Item 17.1 - Response to Ministerial IMMC DPAs and Design Guidelines Brought Forward for Consideration at this Point in the Meeting	Mangos / Tsiaparis That the feedback contained within the report to Council and in Attachments 2 to 4 of that report, be provided to the Department for Planning, Transport and Infrastructure as Council's response to the three documents as follows: - Ministerial Inner and Middle Metropolitan Corridor (Sites) DPA - Ministerial Inner and Middle Metropolitan Corridor (Design) DPA - Design Guidelines (Volume 1) - Design Quality and Housing Choice Specifically, Council writes the Minister of Planning advising that: Regarding Site 10 - (a) Council supports the intent of urban infill and a coordinated mixed use development at the former Marlestone TAFE site (Site 10) subject to the continuation of design policy introduced through the (Design) DPA currently on interim operation however, it does not support the introduction of Urban Corridor Zone over the entirety of Site 10; and recommends that the Minister considers an alternate zone combination be applied at Site 10 with a number of minor amendments to policy; and In addition, in the absence of any tram link along Richmond Road, Council expresses its deep concern to the Minister regarding the lack of Public transport along Richmond Road (Marion Road - Grove Ave) and this must be addressed by the developer in collaboration with the State Government.  Nitschke / Mangos that Council writes the Minister of Planning advising that:  Regarding Site 11 - (a) Council does not support the rezoning to Urban Corridor Zone at Site 11, and recommends that the Minister undertakes a targeted consultation process which actively engages affected residents and property owners and carefully considers feedback received; and (b) Council expresses its disappointment about the absence of any community consultation undertaken when the land at 6-10 Railway Terrace, Mile End was originally changed to Urban Corridor Zone and highlight that the effects of this lack of consultation were further compounded by the Minister's minimalist approach to the recent feedback opportunity; and (c) It is difficult for Council to consider and endorse the proposed changes in the absence of any certainty for the future of Heritage Planning Reform, as without knowledge of the new system, there is no way of knowing what other protections there may be for Historic Conservation Overlay areas; and (d) In the event the Minister resolves to proceed with the rezoning at this site Council seeks:	Pauline Koritsa	4/07/2017 - CEO letter sent to John Rau Minister for Planning re Ministerial DPAs and Design Guidelines - Consultation Response as per Council resolution 1 August 2017(Objective ID A2032781)	Completed
01/08/2017	Council	15.2 Letter drop on Anzac Highway areas	Demetriou / Farnden that a letter drop be done on Anzac Highway areas of Glandore and Kurralt Park informing the residents that the high rise development is not a Council decision but that of the DAC.	Pauline Koritsa	Letter to residents completed and sent as per action required by Council resolution.	Completed

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
01/08/2017	Council	15.3 Objection to 8 storey development at Glandore	<p>Farnden / McKay that Council writes to the Minister for Planning, John Rau (cc Steph Key, State MP for Ashford) stating that:</p> <ol style="list-style-type: none"> <li>1. Council strongly opposes the proposed 8 storey development, currently under consideration by the Development Assessment Commission at 192 Anzac Highway Glandore.</li> <li>2. Consideration should be given to Council's intent for the three storey height restriction on allotments abutting Glandore Character Policy Area 24 (PA24) within the West Torrens Development Plan. This policy is intended to ensure that Urban Corridor development in proximity to the PA24 does not impinge on PA24's character regardless of whether or not the development shares a direct property boundary with PA24.</li> <li>3. It is Council's opinion that any multi-storey development proposed along the southern side of Anzac Highway between Beckman Street and South Road Glandore, should be developed with consideration to the potential impact on the neighbouring Character Area of Glandore and limited to 3 storeys in height.</li> <li>4. The relevant authority should give strong weight to the car parking requirements of the West Torrens Development Plan as to not impact the amenity of local streets with additional car parking.</li> <li>5. Council seeks the Minister's views on which of the following approaches the Minister would be prepared to support to address the unanticipated anomaly created by hammerhead allotments in the application of Urban Corridor Zone Boulevard Policy Area 42 adjacent Glandore Character Policy Area 24 and provide clarity on the matter so that development is assessed in the way in which Council intended: <ol style="list-style-type: none"> <li>a. A Section 29 amendment to the West Torrens Development Plan to provide for the inclusion of a concept plan that illustrates and details acceptable building heights in proximity to the interface between the two zones in the locality.</li> <li>b. A Development Plan Amendment for the subject area that would enable a concept plan to be included in the West Torrens Development Plan that clearly delineates acceptable building heights in proximity to the interface of the two zones and identifies precisely which allotments are covered by the policy variations.</li> <li>c. Policy clarification to be included through mechanisms available for local variations in the upcoming Planning and Design Code.</li> <li>d. An alternative remedy nominated by the Minister.</li> </ol> </li> </ol>	Pauline Koritsa	Letter to Minister prepared and sent. A response has not yet been received.	Completed
01/08/2017	Council	17.2 Brown Hill Keswick Creek - Regional Subsidiary	<p>Demetriou / Farnden that, as a partner in the delivery of the Brown Hill Keswick Creek Stormwater Management Plan:</p> <ol style="list-style-type: none"> <li>1. Council endorses the recommendations submitted by the Brown Hill Keswick Creek (BHKC) Project Steering Group (PSG) relating to the role (Operational Model) and membership of BHKC Regional Subsidiary being that: <ul style="list-style-type: none"> <li>- The preferred operational model for the BHKC Regional Subsidiary be Option 2- Construct and maintain SMP assets only.</li> <li>* The Regional Subsidiary Board be comprised of independent and skills based members to deliver the outcomes of the BHKC Stormwater Management Plan, for the duration of the project, with a membership of five, being four independent members plus an independent Chair.</li> <li>- A nominations Committee be established, with a representative from each council, to select the board members and the nominations be presented to the five catchment councils.</li> </ul> </li> <li>2. Further, Council notes that: <ul style="list-style-type: none"> <li>- The recommendations, as presented by the BHKC Project Steering Group, will be considered by the other four partner catchment councils namely the Cities of Adelaide, Burnside, Mitcham, and Unley.</li> <li>- The BHKC Project Steering Group will present a draft charter for consideration and review to each Council, seeking to advance the charter to the Minister for approval and gazettal.</li> <li>- The timeline of 28 February 2018 has been set by the Stormwater Management Authority for the formation of a Regional Subsidiary.</li> <li>- Works associated with the detention basin within the South-East Park Land (Park 16 &amp; Victoria Park), are currently scheduled to commence in 2018.</li> </ul> </li> </ol>	Terry Buss	Report being presented to Council 7 November 2017 seeking endorsement of the Charter to forward to the Minister for approval and gazettal to form the Regional Subsidiary.	Completed
01/08/2017	Council	17.3 Council Policy - Parking Permits and Exemptions Policy	<p>Vlahos / O'Rielley that the Parking Permits and Exemptions Policy be amended to reflect the following:</p> <ol style="list-style-type: none"> <li>1. That precinct permits can either be vehicle specific or transferable.</li> <li>2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Parking Permits and Exemptions Policy.</li> </ol>	Bill Ross	Completed	Completed

Meeting date	Meeting name	Action title	Resolution / Action required	GM	Actions taken	Action status
18/07/2017	Council	15.1 Rate Capping	Mangos / Demetriou that: Council is concerned that major political parties have no empathy for, nor understanding of, the difficult roles demanded of Local Government and: 1. Calls on the State Liberal Opposition to publicly pledge prior to the 2018 State Election that a future Liberal Government will cap all future increases in State Government taxes, levies, fees and charges (including government business units and government enterprises) in line with its capping proposal for Local Government, and calls on them to pledge that any percentage increases in total revenue collected through existing State Government taxes, levies, fees and charges (including government business units and government enterprises) will not exceed the Local Government cap as proposed by the Liberal Party. 2. Calls on the State Labor Government and the State Liberal Opposition in their next term of Government to not introduce any new taxes, levies, fees and charges to be imposed on South Australians through using local councils as tax collecting branch offices of the State Government. 3. Calls on the State Labor Government and the State Liberal Opposition in their next term of Government to not transfer any responsibility of services to Local Government without providing adequate and mutually agreed additional funding to Local Government to deliver those services. 4. Calls on the State Labor Government and the State Liberal Opposition in their next term of Government to not amend or introduce legislation that has a negative financial impact on Local Government without mutual agreement.	Terry Buss	Letters stating Council's motion sent 19/9/2017 to: Steven Marshall MP, Premier Jay Weatherill, Stephanie Key MP, Paul Caica MP, Lorraine Rosenberg, Matt Pinnegar, Tom Koutsantonis MP, Duncan McFetridge MP	Completed
18/07/2017	Council	16.2 Waste Working Party	McKay / Haese that Council extends the term of the Waste Working Party for a further 12 months with a wider scope of fact finding to allow for the collation of quality information and to receive back feedback from the current service provider to compare with their competitors on what and how they plan to improve their waste handling processes to minimise our waste streams going into land fill sites.	Bill Ross	Meetings are continuing 17/8/17 Met with Service Provider and discuss future in relation minimising Council waste streams going to landfill	Completed
18/07/2017	Council	17.1 Parliamentary Inquiry into the Regulation of Parking and Traffic Movement in South Australia	Mangos / Haese that the Administration's report be forwarded as the City of West Torrens' submission to the Parliamentary Inquiry into the regulation of parking and traffic movement in South Australia.	Angelo Catinari	City of West Torrens' submission emailed to the Parliamentary Inquiry and cc'd to LGA on Friday 21 July 2017 (Objective Id A2026528).	Completed
18/07/2017	Council	17.2 Sponsorship Application from Bangladesh Club Australia	Demetriou / Woodward that Council approves \$3,000 sponsorship to the Bangladesh Club Australia to hold a Bangladeshi Cultural Night based on quotes provided in the application.	Pauline Koritsa	Successful letter sent out with process for payment.	Completed
18/07/2017	Council	18.2 Local Government Circular Item 27.3 Expression of Interest sought - Facilities to accept Household Hazardous Waste	Demetriou / McKay that Local Government Circular Item 27.3 be received and referred to the Waste Working Party.	Bill Ross	Referred to Waste Working Party	Completed
18/07/2017	Finance and Regulatory Prescribed Standing Committee	11.4 Final 2017-2022 Dog and Cat Management Plan	Haese / Palmer that the final 2017-2022 Dog and Cat Management Plan be endorsed and in turn referred to the Dog and Cat Management Board for approval.	Bill Ross	19/7/17 Sent to the DCMB for approval	Completed

**8 OUTSTANDING REPORTS / ACTIONS**

Nil

**9 OTHER BUSINESS****9.1 Afterhours Parking in the City of West Torrens**

At the meeting of Council on 17 October 2017, Cr Demetriou gave notice of his intention to move the following motion at the Corporate Planning, Policy and Performance Committee meeting on 14 November 2017.

**MOTION**

That the Administration review the afterhours parking in the City of West Torrens and also in regards to community functions, memorial and church services and report back to Council the findings and recommendations.

**10 CONFIDENTIAL**

Nil

**11 NEXT MEETING**

13 March 2018, 6.30pm in the Mayor's Reception Room.

**12 MEETING CLOSE**